



Attn: Human Resource Manager,

I am interested in a career in System Administration. It has come to my attention that you are seeking a qualified candidate and I would like to submit my resume' for your consideration. I would be interested in learning more about your company and about any available opportunities.

In recent positions, my reputation as a competent team member who always gets the job done comes from my ability to work cross-functionally and multi-task various responsibilities such as being an avid self-starter, an exceptionally diligent worker, and extremely resourceful. My most noteworthy qualification is my outstanding customer service. With 20+ years of customer services support experience and working in many behavioral health facilities, I have acquired a unique ability to communicate effectively with challenging clients while maintaining a positive attitude. Other skills and qualifications include:

- Many years working for outpatient mental health clinics with a remarkable understanding of the coding, billing and collections practices.
- An extensive knowledge of computer applications, including MS Word, Excel, PowerPoint, Outlook, and many other programming languages.
- Excellent organizational and time management skills.
- Tremendous problem solving ability, and efficient use of resources.
- Exceptional eye for detail, professionalism and accuracy.
- Able to work well in high stress environment, independently, and also a team player.
- 8+ years working remotely in home office.

I have enclosed my resume that contains additional detailed information on my experience and skills. I would appreciate the opportunity to discuss any available position that would meet my qualifications and provide further information on my candidacy. I am excited about this possible opportunity and how I can contribute my skills and talents to assist with making your business run as smoothly as possible. Thank you for your consideration and I look forward to speaking with you soon.

Very truly yours,

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