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To Whom It May Concern:

I'd like to give you a brief overview of my skills and experience. I am confident that I could bring value to various companies in customer service or office support. My attached resume outlines all that I could offer your organization. I have over 20 years experience in customer service and office support. I worked for J. Morrissey from October 1998 to February 1999. On my first assignment I was placed at Connecticare Inc., in their Medicare sales unit. As a result of my dedication I was offered a full time position with Connecticare Inc., I was employed by Connecticare, Inc., in February 1999. My work experience continued with Connecticare until September 2009 as my position was eliminated. I took a year off to think of what to do next. I decided to return to school to pursue a lifelong passion studying Interior Design. I am seeking temporary work for the summer as I will return to school in late August.

Thank you,

Therea Patrick