

Eduardo Rodriguez
452 SW 50th Ave
Miami, 33135

24 September 2025

Hiring Manager
Advocacy Solutions
174 Meeting Street, Suite 200
Charleston, SC 29401

Dear Hiring Manager,

I am writing to apply for the VA Intake Specialist position at Advocacy Solutions. This role stood out to me because it offers me the chance to help veterans and disabled individuals, while letting me use my customer service expertise and attention to detail.

In my past jobs, I gained hands-on experience in tasks that closely align with the requirements of this role. At Venetian Pool, I managed **inbound and outbound client calls**, coordinated reservations. I also worked with customers to help them apply for programs while handling **confidential client documents**. At Misha's Cupcakes, I processed transactions and orders with **data-entry accuracy**, provided customer support, and **read scripts** when calling clients by phone. With both roles, I stayed professional under pressure while handling vast amounts of information and multitasking.

I am currently strengthening skills relevant to this role at Florida International University by taking a data entry course (Excel, Access), and a technical and professional writing course. I also have a remote-ready setup which includes a **wired connection**, dual monitors, and a **private workspace**. I also maintain a typing speed of at least **90WPM**.

I hope to be able to support veterans through this position and I am confident that my customer service background, **bilingual communication skills**, and strong technical knowledge make me a strong fit for Advocacy Solutions. Thank you for your time and for considering my application. I look forward to the opportunity to interview and discuss how I can contribute to your team's mission. I can be reached at (305) 903-9611 or eddyrodd8@gmail.com.

Sincerely,
Eduardo Rodriguez