

Emma Feustel

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Dear Hiring Manager,

I am very excited to be putting my name in for a clerical role in the Criminal Justice side of GVSU. The job I currently work I feel no longer suits my needs, and what I am hoping to gain from employment with you is relevant job experience. Unfortunately, even though seemingly everywhere is hiring right now, nobody seems interested in giving someone without the exact background they desire (even when they have relevant job skills and are very eager to learn) a chance.

I possess detailed knowledge of both the Microsoft and Google suite of software (IE Word/Docs, Excel/Sheets, and so on), am very good at phone etiquette and have been told I have an excellent customer service affect, and I am more than willing to learn as I go and be trained on how to better preform my duties. Plus, I'm a bit of an armchair detective so working in the Criminal Justice sector would be right up my alley so to speak.

I look forward to learning more about this clerical position. I welcome the opportunity to discuss my qualifications in further detail, and I look forward to becoming part of the team. Thank you for your time and consideration.

Sincerely,

Emma Feustel.