**TIFFANY WHITE** 204-330-5980

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**CUSTOMER SERVICE | PROJECT COORDINATION**

September 13, 2023

Tiffany White

Dear Clearspring Animal Hospital

**Re: Full Time Receptionist**

I am a Creative and dynamic results-driven individual with diverse industry experience in construction as well as customer service. I am currently looking to expand my skills and experience in the office administration environment and am intrigued by the full-time receptionist opportunity. I have enclosed my resume to provide an overview of my achievements and qualifications for your review.

Over the course of my career, I have leveraged my skills to meet and exceed expectations by gaining expertise in the following areas:

* Creating a safe, hard working environment to complete projects on a tight timeline
* Challenging myself to learn new skills to keep improving my knowledge in the construction trade as well as office administration.
* Develop relationships with new clients to ensure a desired result is accomplished in a efficient and skillful manner

Creating, improving, and implementing projects to best support a business and their clients is what engages me. Seeing a problem and providing a successful solution provides me with job satisfaction. I am confident that I am an excellent fit for the full time receptionist opportunity given my demonstrated experience effectively prioritizing and managing high volumes of work in a fast-paced environment while adhering to deadlines and leveraging technology systems. Moreover, I have a great passion for contributing to and supporting efficient organizational operations

I have a strong spirit of collaboration and enjoy building and maintaining relationships within a team environment. I prosper in settings which are fast-paced, and I strive to consistently produce quality work while meeting organizational goals. If chosen as a desired applicant I could start with-in one week of the offer. I appreciate your time and consideration in reviewing my qualifications and look forward to learning more about this opportunity.

Sincerely,

Tiffany White