

To Whom it May Concern:

I am very eager to become a member of your team! Between my extensive customer service experience (working as a visitor's guide at the United States Holocaust Memorial Museum), as well as excellent professional office skills due to my experience working at a mental health crisis hotline, I feel I am a very qualified applicant. I excel at teamwork and have training in conflict resolution, which could make me a valuable asset to your team. As evidenced by the extensive and varied experience listed on my resume, I always seek a challenge. My combination of crisis management and hotline experience makes me a qualified candidate for this exciting position! The opportunity to work with your team seems like an excellent way to hone my professional skills. Additionally, I am computer literate and have a thorough understanding of a variety of computer software programs. Please let me know if you would like any additional information, such as references or an interview. To conclude, I have full availability and am able to begin immediately. Finally, if you contact me by phone and I do not answer, please leave me a voicemail - I will get back to you as soon as possible. Please reach me at 3479637608.

Best,

Sarah Wood