To:

I am seeking a permanent full time position with Cook Inlet Housing Authority, and am highly interested in the Housing Intake Specialist position you currently have posted on Cookinlethousing.org. As an Office Assistant II, I know the fast pace and how important it is to think on your feet to find ways to help the team progress while maintaining the professional manner with our client interactions.

I have been an Office Assistant II for 2 years with the State of Alaska. At Child Support Services some of my regular duties are to monitor withholding orders and medical support notices, contact companies for verification of employment, as well as performing locates on custodial and non-custodial parents. This requires attention to details and documentation of the results.

Previously at Senior & Disabilities Services, it was my task to process incoming and outgoing documents, and pre-screen certification applications ensuring State and Federal policies are met. Once this was complete it was necessary to scan all documents into e-files as well as update hard files for all certified providers. I was also tasked with creating and updating procedures as necessary and generating reports on various topics.

As a well-organized and determined employee I believe I am the right fit for your company, I would like an opportunity to work with Cook Inlet Housing and help improve client-employee relationships. I look forward to speaking with you; I can be reached at (907) 360-1318, or at megan.conner12@yahoo.com.

Sincerely,