

Activity Leader Cover Letter

225 Huel PathSouth Kate, AK 97053

Dear Max Parker,

In response to your job posting for activity leader, I am including this letter and my resume for your review.

In the previous role, I was responsible for complete transparency and communication to the PRO Account Representatives or PRO Sales Managers throughout the entire order process.

Please consider my experience and qualifications for this position:

- Relevant academic education background – University of Technology or similar Experience in project management within the IT-area, in a medical device environment
- Facilitate innovation and teamwork
- Previous experience working with groups of people
- Already Live in Manchester and have knowledge of the city
- Highly focused on customer service and team spirit
- Enjoying the hospitality industry
- Customer service experience greeting visitors, handling their inquiries, and directing them to the appropriate person via email, answering multi-line telephones and in person
- Experience utilizing the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Brooklyn Harris