

Career Specialist Cover Letter

4511 Carina PointsNorth Alizashire, OR 02376

Dear Armani Gerlach,

I would like to submit my application for the career specialist opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for oversight for the maintenance, updates and content of the Project: Living website and any associated social media platforms.

My experience is an excellent fit for the list of requirements in this job:

- Willingness to learn and understand Company policies
- Proficient in the use of PC's with intermediate to advanced knowledge of standard business software applications
- Bilingual/Spanish valued
- Experience working directly with attorneys and/or other third parties in both advisory and negotiation capacities
- Excellent written communication skills, with clear and concise drafting skills
- Excellent oral communication and effective negotiation skills
- Excellent judgment as to business and legal matters, including appropriate escalation of issues
- Highly organized and capable of efficiently handling multiple projects at the same time, setting appropriate priorities

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

Sincerely,

Quinn Runolfsson