

Dear future employer,

I am writing to you to express my interest in working for your agency. I strongly support the mission of your agency and believe that I could be a great asset to helping you reach your goals.

My past experiences have helped me build a strong skill set that would help me excel in this position. I am very dependable, organized, and professional. I am proficient in Microsoft Word and have experience using other data base systems. My internship experience had taught me a lot about how to be empathetic towards others, properly document, and work as a team player in an office setting.

Thank you for your consideration,

Sincerely,

Kaitlyn Goffin