

MARISSA NORMAN

2290 Chaucer Park Lane
Thompson Station, TN 37179
Cell Phone: (615) 332-2426
e-mail: mrnorman101@gmail.com

Dear Sir or Madam:

Please accept this letter as an expressed interest in joining your organization in a capacity where my background and experience can be used to contribute to your company's organizational goals and objectives.

As you can see by my enclosed resume, I have diverse experience and internships in Social Work. I am now seeking an employment opportunity in this field with a company offering excellent benefits in a stable, professional environment.

My strengths include:

- ◆ **Strong organizational** and multi-tasking skills able to plan, coordinate, prioritize, and efficiently perform assigned duties on time or ahead of schedule.
- ◆ **Highly experienced** at working with individuals through a variety of methods including person-to-person, phone calls, mail, email, company website, etc.
- ◆ **Communicates** effectively through active listening, acting on input, and sharing information in an open manner. Encourages others to do the same.
- ◆ **Computer skills** include Windows, Microsoft Word, PowerPoint, and Outlook.
- ◆ **Very knowledgeable** with the Internet for research and general information.
- ◆ **Personal traits** include the ability to use positive language, be highly observant, and be attentive to others in a reasonable manner.
- ◆ **Quick learner** skilled in following all organizational rules and regulations.
- ◆ **Experienced** in establishing, developing, and maintaining professional relationships with families, co-workers, supervisors, and upper management.

In closing, I am an energetic, cheerful individual with a strong work ethic and effective listening skills. My focus is growth oriented, with the mission to provide the highest level of service,

I am a highly motivated individual who loves to work in a team environment to perform my duties. I am also always receptive to gaining more responsibility and growing with the company to fulfill personal and career goals. Please contact me at your convenience to discuss my qualifications.

Sincerely,

Marissa Norman

MN/smh
Enc.