

Braun Northwest
150 Northstar Rd
Chehalis, WA 98532

August 27, 2020

RE: Administrative Assistant – Project Coordinator

To whom this may concern,

My name is Cressida Yeomans, and I am replying to your post on the company's website. I am attaching my resume as a PDF, with my references available upon request.

I believe that in today's customer service oriented society, timely, friendly, proactive service is sought to enhance future business growth. Customer loyalty is always impacted when you employ the right service professional to represent you when assisting your valued customers.

My long-term experience in the service industry has taught me how to meet and exceed each customer's expectations with quality service. I have assisted a variety of types of customers in multitude of settings. This ranges from being a waitress, servicing as a department store's toy manager, serving children in a school setting, and assisting with the front desk at a bowling alley. In the past, I was also an office manager in Seattle for a small davit manufacturing facility. Most recently, I returned to H&R Block, striving to improve my skills for the needs of my clients by "leveling" up in my tax knowledge.

I realize that acquiring and maintaining loyal repeat business, as well as spreading the word of your business through these loyal patrons, is of the utmost importance in every company.

My extroverted, empathetic personality leans well to understanding customer needs and the energy to follow through until there is a mutually satisfying end result.

It would be a pleasure to interview with you and I look forward to hearing from you soon. Please contact me, either by call or text, at 206-9143-9301.

Sincerely,

Cressida Yeomans