

MICHELLE HENSEL

Attention: To whom it may concern

Enclosed in my resume for your review and consideration. I am looking for a position that will allow full utilization of my professional skills, personal abilities and creativity. I prefer an opportunity with growth and advancement potential.

My background reflects successful experience in communications and service involving coordinating, planning, organizing, and multi-tasking. I have developed the ability to establish and maintain effective communications and good rapport with fellow staff members, clients and management. This is coupled with proven business knowledge and ongoing education.

My professional background and the ability to get along with all kinds of people (sometimes under difficult circumstances) are benefits I will bring to your organization. In addition, my experiences has given me a solid base and broad understanding of business related operations, practices and the ability to complete assignments on time. All of this is enhanced with a sense of enjoyment and humor that keep my learning experiences interesting.

I would welcome an opportunity to meet with you and elaborate on how I can make a substantial contribution to your business.

Thank you for your time and consideration,

Sincerely,

Michelle Hensel