

Alyssa C. Celaya

1040 Riker St. Apt. 37 • Salinas, CA 93901
831-710-3891 • alyssacelaya@gmail.com

6/17/2019

To whom it may concern,

I am pleased to submit my resume for the open position with your company. Given my extensive background in project management and excellence in customer service, I feel I am in a great position to make significant contributions to the company.

Throughout my entire career, I have demonstrated consistent success applying aptitudes as a strong communicator to achieve high standards and key goals. I've shown impeccable organization with multiple projects in play, while meeting deadlines. Please consider the following highlights from my resume:

- Excellent organizational and people skills with attention to detail that contributes to success, working both independently and in a team.
- Comprehensive approach to improving efficiency and reducing spending in collaboration with management.
- Thorough and timely responses to customer needs that lead to successful problem solving and process improvements.

To further acquaint you with the specifics of my background, I am enclosing my resume. I am a motivated, solution-oriented team player who consistently concentrates on quickly adapting to changing requirements and environments.

I would be pleased to speak with a member from your team to further explore how my background would make me a valuable addition to the company. Thank you for reviewing this letter and the attached document.

Sincerely,

Alyssa C. Celaya
Attached: Resume