

FANGZHOU QIN

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April 29, 2019

RE: [Job Title], [Ref#], [Date]

Dear [Ms. or Mr. Last Name],

Recently, I learned of the Case Manager Assistant opening with [Target Company] and I am writing to you in hopes of being considered for this role. I am very familiar with your organization and I believe my combined experiences, skill set, and demonstrated commitment will support your company's mission.

I exercise a high-attention to detail, ensuring accuracy and consistency in my personal performance, collaborative teamwork, and on-time completion of all projects. Moreover, I offer problem-solving, teamwork, and scheduling flexibility. My goal is to contribute process improvement and social media to help improve overall organizational efficiency.

In my attached resume you will find additional details of my educational and employment background for your review. I believe my motivation and marketing talents will prove to be an invaluable asset to your organization. I would like to schedule an interview to learn more about the position and explore the ways in which I can positively impact [Target Company]'s team.

Thank you for your time and consideration. I hope that you will call me at the Number above so that we can meet to discuss this opportunity more.

Sincerely,
FangZhou Qin