

Donell Riley

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February 13, 2021

Oliver Harrell
Senior Hiring Manager
Brightway Insurance
(789) 012-3456
o.harrell@youreemail.com

Dear Mr. Harrell,

Receiving the highest coursework grade in my cohort at FSCJ in Logistics Management was my most significant achievement of 2020. My assessors scored me highly because of my excellent subject knowledge and attention to detail. I hope to demonstrate these attributes in an office assistant role at Brightway Insurance.

As a dedicated and enthusiastic recent graduate with exceptional problem-solving skills, I believe that I have the efficiency and self-motivation to thrive in the fast-moving environment at Brightway Insurance. My recent accomplishments include:

- Achieving consistent scores of 90%+ for efficiency during work experience placement spot checks.
- Receiving written praise from my placement supervisor for my time management skills.
- Working with placement colleagues to successfully redesign the stationary inventory system, reducing waste by 23% in two months.

I look forward to discussing how my drive and ability to work to tight deadlines can help clients and colleagues at Brightway Insurance. Please feel free to get in contact to organize a convenient interview date.

Sincerely,

Donell Riley

P.S. I am excited to share why my assessor praised me six times for my clear written and verbal communication during course assessment cycles.