

*June 8, 2015*

*Catholic Charities  
Personnel Department*

*To Whom It May Concern:*

*I am very excited about this position and feel I would be a perfect fit for this position. I have always enjoyed helping others and enjoy helping with client's needs. This position is exactly what I am looking for. I would love the opportunity to assist helping in any way I can.*

*I have excellent communication skills and several years of extensive experience in customer service and handling multiple tasks.*

*I am hard working and dependable and have the ability to handle cares in a professional and timely manner. I would appreciate a meeting to give you a clearer and fuller picture of my capabilities and skills.*

*Attached you will find my resume for review.*

*Again, thank you so much for your consideration. I look forward to speaking with you. Have a great day!*

*Sincerely yours,*

*Karen Arentz  
3520 Fairway Court  
La Crosse WI 54601  
(608) 386-5628*