

Ann Marie Finlayson

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Dear Hiring Manager,

My name is Ann Marie Finlayson, I currently work as an Administrative Assistant for the Human Resource Department while pursuing my BA in psychology. Accept this letter as an expression of my interest for a position within your organization. I am an initiative-taking and progress-focused with a history of initiative and dependability, I have eight plus years in customer service, collaborating with a team and working with the general public. This has given me the opportunity to be able to devise strategic initiatives which I believe will prove valuable to the organization.

Throughout the course of my career, I have perfected my self-awareness and critical thinking abilities. I am a capable and consistent analytical person skilled at prioritizing and managing projects with proficiency.

In my current role, I conduct background check using the Statewide Central Registry, enroll new hires into on payroll system to using Paychex flex, maintain all employee records and communicate with local agencies, as necessary. This has allotted me the opportunity to be an effective communicator, collaborator, and developed a strong work ethic. I am progressive minded and have proven to be effective with strong organization talents. I enjoy collective brainstorming sessions which allows me to coordinate activities to achieve a common goal.

Please take a moment to review my attached resume. I would appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,

Ann Marie Finlayson