



KILEY CHURCH

kiley.church@snhu.edu | St Louis, MO 63129

August 16, 2024

RE: Remote

Dear Hiring Manager,

I am excited to apply for the Remote position at your organization. After exploring the job description, I am confident that my skills and expertise are a great match for this role.

Over the course of my 10 years of professional experience, I have honed my abilities in customer service, communication, and leadership. As an organizer at heart, I have learned how to approach every task with a strategic and efficient mindset, making sure that everything runs smoothly and efficiently.

Although I took a break from my professional career to start a family and care for my children, I remained committed to staying up to date on industry practices and trends. I am confident that my expertise in customer service, communication, and leadership, combined with my passion for building strong relationships with stakeholders, makes me an ideal candidate for the Remote role.

My exceptional customer service skills allow me to communicate effectively with clients and colleagues, building trust through active listening and anticipating their needs. As a skilled communicator, I am able to keep everyone on the same page, even when working remotely. My leadership experience ensures that I can think critically and make decisions that benefit everyone involved. I am confident that my organizational skills, attention to detail, and ability to manage competing priorities under pressure will make me an asset to your organization as a Remote.

When reviewing my resume, you might notice a gap in employment. My absence is due to me taking time to care for my children. My child-rearing experience has enhanced my talents in leadership, teamwork, determination, and prioritization as I managed multiple schedules, trained others, enforced rules and provided around-the-clock care. I am now settled and prepared to get back into the workforce.

I am excited to explore this opportunity further and would love to speak with you in more detail about my qualifications. Thank you for your consideration.

Thank you for your time and consideration.

Sincerely,
KILEY CHURCH

KILEY CHURCH