
Serenity Reynolds

(505) 357-7925

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To the hiring staff,

I would like to express my genuine interest in the opportunity with your organization as an Assistant Intern Manager. After reviewing the position requirements, I believe that my qualifications and education are a great match.

I am a quick learner with skills in public speaking, leadership, teamwork, working with children, and effective communication. I understand the value of time management and clear communication to get projects done right. My adaptability to work in many different environments will be an asset to your team.

Thank you for your time. It would be a pleasure to speak with you and discuss this opportunity. I look forward to hearing from you soon.

Sincerely,

Serenity Reynolds