

September 30, 2019

Mrs. Julie Smith, Manager  
Human Resources Department  
Professional Business Associates  
5454 Cleveland Avenue  
Columbus, OH 43231-4021

Dear Mrs. Smith:

This letter is being written to you to express my interest in the opening for the Wellness Coordinator position in the Human Resources Department at Professional Business Associates. The position was brought to my attention through the Professional Business Associates Website.

This particular job caught my eye because I have heard great things from current employees at Professional Business Associates. I am interested in the Wellness Coordinator position because I have always taken an interest in the medical field and people's general well-being. I believe myself to be qualified since I have a strong work ethic and the desire to help people achieve their best self. Throughout my time at Mona Shores High School I have chosen to take many Advance Placement classes including biology and psychology, both of which I believe will help me have an edge over this job.

Furthermore, I believe myself to be qualified because I have exceptional time management skills. As you can see on the resume attached I manage my time extremely well. While maintaining an exceptional GPA throughout high school I managed to find time to volunteer, play multiple sports, and participate in National Honor Society.

I would be delighted and grateful for an interview opportunity. If you wish to contact me my information is in the enclosed resume. Thank you for your time and consideration.

Sincerely,

Avery Anderson  
323 E Sternberg Rd  
Norton Shores, 49441  
(231)-740-8541  
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Enclosure: Resume