

Konrad Gibas
Dr. Anastasia
ENG130 W80
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Formal Email

From: Kunfrie08@gmail.com
To: aanastas@harpercollege.edu
Job opening inquiry–Konrad Gibas

Greetings Dr. Andrew Anastasia,

I am wondering whether your company is in need of a professional and highly motivated University Center assistant. I would be very interested in a position that allows me to showcase my skills and abilities and make use of my substantial experience.

I have a sense of creativity and a strong drive for assisting people. I am very disciplined and well organized, but at the same time I can quickly identify situations that require unorthodox and out of the box thinking.

I am confident that I will be a great addition to your team. I would love to discuss my vision and possible contribution in a job interview. I have enclosed my resume for your review and consideration. Looking forward to meeting you.

Yours sincerely,

Konrad Gibas