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# WESLEY RUSHING

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Magnolia, TX 77354 ♦ 281-513-0717 ♦ wesleyrushing87@yahoo.com

February 1, 2021

Human Resources Director  
Texas

RE: Customer Service Executive

Dear Sir or Madam:

Please accept this letter as an expression of my interest in the Office Manager position. I am a highly motivated and progress-focused Administrative Assistant with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to your company. Please take a look at my attached resume for a detailed look at my skills and experience. Here's a snapshot of what I have to offer:

Throughout the course of my career, I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency.

I contributed communication, motivation, and extreme discretion toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong team-building talents.

In my previous role I was a skilled and hardworking, but due to the ongoing pandemic my previous employer was forced to lay off employees. While this period was unplanned and unexpected, I put the time to good use and am ready to get back to the workforce.

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

Thank you for your consideration.

Sincerely,

Wesley Rushing