

Cynthia Belletti
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Dear Human Resources and Hiring Committee,

I am writing to apply for the Administrative Support Assistant position advertised on the university website. As requested, I am providing my resume and transcripts.

The opportunity presented on the job site is very interesting. I believe that my character, education, and experience as a private music instructor will make me a competitive candidate for this position. My key strengths include:

- Understanding and appreciating cultural diversity
- Being able to quickly learn new concepts and procedures
- Working knowledge of higher education institutions and procedures

Please see my resume for any additional information.

I can be reached anytime through email at smallingcs1@gmail.com or contacted by phone at (520) 306-6563.

Thank you for your time and consideration. I look forward to meeting with you about this employment opportunity.

Sincerely,
Cynthia Belletti