

Ebonee Byrd

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ADDRESS

Newport News, Virginia

PHONE

347-977-2137

EMAIL

Eboneew9@gmail.com

WEBSITE

<https://www.linkedin.com/in/ebonee-byrd-5563a4231/>

HIRING MANAGER

Dear Hiring Manager,

If I had to describe myself with one word, I would say that I am ambitious. I am eager to achieve my goals, and with having ambition, it is accompanied by being diligent, conscientious, dedicated and motivated. That said, I am confident I would make a valuable addition to your company.

As you'll see enclosed on my resume, I am pursuing my bachelor's degree in health services administration with a minor in management. Health Services Administration piqued my interest because I wanted a job that makes a difference by creating the best experience possible for patients. I have experience as an office assistant and an intern with Riverside Health Systems.

From working in these positions, I developed transferable skills that contribute to my professional skills. I learned and know how to interact, assist, and cooperate with not only patients but employees, which enhances my great customer service skills. I am comfortable and capable to form trusting relationships with patients, coworkers and leaders where their needs are placed at my best interest. I embody strong communication, verbal, written, organizational, and analytical skills. I can work in a fast or steady pace environment, along with handling multiple tasks at a time. I love facing new challenges and learning new things because it not only helps me grow professionally, but personally.

If offered the position, I will not give anything less than my best. My resume is enclosed herewith, and I look forward to working with a striving company. Thank you in advance for your consideration.

Sincerely,

Ebonee P. Byrd