

Anita Jobs

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May 2, 2024

Angelina Lee
College Relations Coordinator
BeachTransportation
1250 Bellflower Blvd.
Long Beach, CA 90840

Dear Angelina Lee

I am writing to express my interest in the Human Resources Assistant position with Beach Transportation, which was advertised on CareerLINK at California State University, Long Beach (CSULB). In reviewing your website, I was very impressed with your emphasis on quality customer service and the variety of services you offer to your clients. I would very much like to become a part of your company's team and have attached my resume for your consideration.

My B.S. degree in Human Resources Management and my experience match well with your job description. As required, I have experience working in an office environment processing and maintaining confidential documents, coordinating employees' work schedules and answering telephones. Having worked as an Admin