

Angela Griffith



Dear Hiring Manager:

I am writing to you about the Employment Services Coordinator position. I am a compassionate and person-centered individual. I believe that everyone deserves an opportunity to be self-sufficient and feel proud of how they are contributing to society. I feel that my purpose in life, whether through work or personally, is to make a difference in our community. This position aligns with this belief.

I have a diverse background of experience in my career. Being in smaller offices, I've had the opportunity to wear "many hats" to broaden my skills and to dive deep into my strengths. My empathetic nature, communication style, and positive attitude towards helping others has been paramount to promotions within other organizations. When surveyed, my colleagues have said that I display "empathy/emotional intelligence that makes for a great teammate because I can read a situation and responds appropriately while being considerate of people's feelings."

I can form strong, lasting relationships and foster a caring environment and anticipate one's needs. To help guide individuals with disabilities in this community would utilize my most underused strengths and would be the most rewarding and fulfilling job I could do.

I welcome an opportunity to meet with you to discuss my variety of attributes and skills.

Sincerely,
Angela Griffith