Kimberly Trapani

[ktrapan@gmail.com](mailto:ktrapan@gmail.com)

November, 2018

Dear Hiring Manager:

Thank you for taking a moment to consider my interest in being a part of your highly regarded organization. Your company truly embodies the excellence and reputation to which I aspire to grow and contribute, and I believe my skill sets are a perfect fit for your business model and culture. Having trained in strong global corporations and developed administrative, financial, and management skills, I am excited by the prospect of continuing to learn from the best.

With a Master’s degree in business, a bachelor degree in Psychology (Education), and over twenty years of experience in professional positions in the finance, insurance, travel, and entertainment industries, I believe I bring a unique blend of aptitude and vision. Additionally, my professional teaching experience has helped develop compassion, leadership, and exceptional communication strengths. It would be an honor to bring my work ethic to your amazing organization.

If you have any questions or would like to meet for a deeper conversation, please feel free to contact me by phone or email. Thank you again for your consideration, and I look forward to learning more about your opportunity.

Sincerely,

Kimberly Trapani