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City Tech
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To Whom It May Concern:

I presume you'll find very few candidates with a background such as mine. My customer services experience, effective communication skills, and IT knowledge, just to name a few; has afforded me the opportunity to very versatile in my career.

By attaining my bachelor's degree in Communication design has allowed me to be more beneficial towards the company. A degree is a nice way to show that you did the time and study everything you need to know about a particular industry. Also it tells the employer I'm not totally green meaning coming into the work place with no knowledge at all.

From my degree I have learned various things: Experience working in a client/contractor driven environment. Follow standard processes and procedures. Worked various PC programs including MS Excel, PowerPoint, Word, Outlook, Adobe and etc. Both my A+ and Communication design has taught me a lot throughout my life so far.

I have learned to see things differently. With Communication you learn concepts and how to execute them professional; this allows me a way to communicate my ideas visually. While my certification giving me the hands on training with the knowledge I need. All these things have increased my knowledge at the same time giving me management-training skill, which is very crucial in any field.

Finally, you'll get someone who not only has skills but experience and is very versatile. Second they get a hard worker who can learn many different things efficiently to bring better reputation to a company.

Sincerely,

Crystal Gordon

