Chandra Hodge

10916 W. Puget Ave.

Peoria, Arizona 85345

August 19, 2010

Ms. Patricia Ray

|  |
| --- |
| Human Resource Manager |
| Banner Boswell Hospital |
| 10401 W. Thunderbird Blvd.  Sun City, Arizona 85351 |

Dear Ms. Ray,

I am writing in response to a reference by Mrs.Raymo, my BMLA teacher at Raymond S. Kellis. She mentioned that there may be a position for an internship. This internship would provide me with the ideal opportunity to expand my skills and assist your company.

I am a highly motivated and cooperative individual who enjoys working with others and helping in any way possible. I have strong communication and computer skills, including working knowledge of Microsoft office word, PowerPoint, and publisher.

I can guarantee that meeting with me will not be a waste of your time. I am available Monday through Friday from 12:30 pm to 7:00 pm. If you have any questions for me I would be more than happy to answer, I can be reached at (602)881-7586. I look forward to speaking with you and thank you very much for your time and consideration.

Sincerely,  Chandra Hodge

Enclosure: Resume