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| **robert smith**  **Activities Assistant** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

As a motivated, self-driven, dedicated, and enthusiastic professional, I strongly want to join as an Activities Assistant in a company like yours wherein my dedication will significantly contribute to the growth and advancement of your mission.

My immense background in the field complemented by my passion for socializing, event management, and communication will bring about a positive impact on your organization as your new Activities Assistant.

During my tenure previously at \*\*\*\*, I gained a unique combination of abilities that will suit me to take up the next step in my profession. Throughout my professional history, I have consistently exhibited strong interpersonal and communication skills. That said, I had been helping people socialize, assisting them in problem-solving, listening to them, and organizing several recreational activities for them.

Consider the following highlights from my qualifications:

* Organized, guided, and facilitated several recreational activities, like arts, crafts, hobbies, games, and sports.
* Helped customers with their appointments and always provided companionship by being a patient listener
* Transferred customers to their respective doctors' appointments.
* Implemented limitations of entertainment facilities, embracing the rules, regulations, and guidelines to ensure the safety of all residents.
* Hired and trained volunteers, and I also held several volunteer programs.

These qualifications, supplemented with my experience and educational credentials, put me in a place wherein I trust that I can surpass the expectations that you are looking for from your new Activities Assistant.

I look forward to an opportunity to learn more about \*\*\* and to discuss how I can contribute my assets at your place.

Thank you for taking the time to review my credentials.

Sincerely,

[Your Name]