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Attention HR Manager,

Resumes, what can they really tell you about the person who is behind the words? Yes, they have detailed information regarding our job experiences, some of our education and a small summary of our skills. Once we have been called for an interview, it is our turn to shine, to show employers who we really are and what we know we can accomplish.

- I possess excellent organizational and time management skills.
- I thrive on multi-task situations and the need to be challenged.
- My outgoing personality creates an easy going work environment.
- I work well with others as well as alone.
- I am detail oriented; possess excellent customer service skills, whether I am speaking on the phone or face to face with clients or customers.
- Graduated with a bachelor's in Psychology in August of 2012

After reviewing my cover letter and resume, you will see my skills can bring something extra to your company. Please contact me for an interview and meet the person behind the words.

Sincerely,

Maurie Gonzalez