
LEANNE MEEKS

COVER LETTER

April 2025

Dear Hiring Manager,

To achieve great things, you must first learn basic fundamentals and principles that can be developed upon to create the stepping stones for the future. I believe that I have a fine grasp on this concept based on my proven career path and success in all that I have accomplished thus far. I am a highly motivated and progress-driven person. I was once told by my grandfather, "If you can't do it, you didn't try hard enough". I held on to this statement because I have a growth mindset to do anything I truly want to do. I have initiative and strive to be dependable. I have built all that I do based on the type of person I am, based on my morals, values, and convictions.

Through the course of not just my career, but my life, I have perfected my abilities to be a team player and to think beyond the box. I am a creative thinker and am a capable and consistent problem-solver, skilled at prioritizing and managing tasks with proficiency.

In my previous positions, communication was key in all things I worked with, along with being a role model and working to create whole team efforts and improvements. I have proven to be effective and collaborative with strong organizational talents. I enjoy being challenged and the opportunity to provide assistance in any given situation.

Please take a moment to review my website, which you should find to have substantial credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Kindly,

Leanne Meeks

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