

Amber Krouze  
1431 Glenwood Avenue  
Rhineland, WI 54501

February 18, 2015

Rhineland City Clerk  
135 S. Stevens St  
Rhineland, WI 54501

To Whom It May Concern;

I am writing in response to your advertisement for the Deputy Clerk position.

As you'll see from the enclosed resume, I am very proficient at multi-tasking. My past employment has thoroughly prepared me for the demands of this position. While performing Intake Worker duties at Oneida County Social Services, I assisted walk-in customers, answered all calls for Economic Support, fielded questions, mailed out applications and review packets, scheduled appointments, and maintained a caseload of up to 1200 families, the largest caseload of any Economic Support Specialist. I have an Associates Degree in Criminal Justice and I have work experience as a Telecommunicator with both the Rhineland Police Department and the Oneida County Sheriff's Office. My employment experience has allowed me to become familiar with administrative support, property tax data, records maintenance, customer service, collection of monies, and working knowledge of a variety of computer programs including Microsoft Work, Outlook, and Excel.

What my resume does not reveal is my professional demeanor and excellent communication skills. In a business environment, I feel that these qualities are of the utmost importance in dealing with customers as well as co-workers. In me, you'll discover a reliable, detail-oriented and extremely hard-working employee who will be able to manage a large workload while simultaneously assisting walk-in customers, answering phone calls, and fielding questions.

Enclosed you will find a completed application, resume, and three letters of recommendation. If you have questions or would like to schedule an interview, please contact me at (715) 490-2120. I look forward to hearing from you.

Sincerely,

Amber Krouze

Enclosures