

MAYA WATSON

Clerical Paraprofessional

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(123) 456-7890

Del City, OK

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ENCLOSURES

Resume

Application

Elijah Mitchell

Western Heights Public Schools

123 Fictional Lane

Oklahoma City, OK 73179

June 4, 2024

Dear Mr. Mitchell:

Upon finding an opening for a clerical paraprofessional position at Western Heights Public Schools, I knew my application would stand out from others. With a unique blend of experience in both clerical and paraprofessional settings, I bring a variety of skill sets that can benefit your institution immensely.

In my previous position as a clerk at Casady School, I honed my ability to manage data entry, with 98% accuracy. My experience with various business machines, including computers, photocopiers, and laminators enabled me to complete 4 office tasks simultaneously and submit crucial documentation on time.

While working for Dove Science Academy, I introduced QuickBooks to create monthly financial reports and present them to the principal. Further, my use of Google Drive allowed the academy to upload its data on the cloud, reduce paper use by 74%, and locate sensitive documents 6 minutes quicker.

During my tenure as a paraprofessional at John Rex Elementary School, I integrated Google Classroom to host 16 virtual classes during summer break. This helped children retain information from previous grades and score a minimum of 61% on back-to-school assessments.

My commitment to maintaining fast and supportive administrative frameworks in educational settings motivates me to apply for this job. I am eager to contribute my skills towards supporting teachers and enriching students' learning environments. Please let me know a suitable time for discussing this role further.

Sincerely,

Maya Watson

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Jiyuan Zhang



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