

Maria Elena Jurado

October 9, 2021

To: The City of Aurora, IL Government office,
44 E Downer Pl,
Aurora, IL 60505

To whom it may concern,

I am currently seeking The Board Member Position of The Aurora Hispanic Heritage Advisory Board, for an opportunity to gain hands on training and experience. I would like to be considered for the membership, I believe I can be a great asset with The Hispanic Heritage Board. As I have the necessary skills required for the position. As I've had customer service experience. I have attached my resume for your review and it indicates my prior community involvement experience in more detail. Specifically, I think I would be a good fit with The Hispanic Heritage Board because I am bilingual which allows me to communicate with your diverse customer base. Additionally, I have experience in dealing with a different range of individuals working in a fast-paced, high-volume environments.

Given my experience, as well as my countless involvement in the community. I am able to perform the duties required for The Board Members Position such as, taking on Leadership rolls and activities, including maintain order in the office during stressful situations, emphasizes on the rules; such as adhering to keeping a structure organized clean space. As well as working with People with high levels of energies; depending on case by case scenario. Ensure proper handlings of all office equipment's (i.e. Copy Machine, Fax Machine, Scanning documents, and any other office supplies pertaining to events hosted by City Council & the Heritage Board). All while adhering to following the proper protocol and keeping a clear yet focus mind while operating the office; while making deadline requirements for all events and functions, meets all advertising quotas for the Hispanic Heritage Board while maintaining a professional manner. With an emphasis in structure growth and development, in providing the best customer service. While keeping a punctual and uplifting attitude. Alongside my abilities and diverse skills to adapt. In addition to go above and beyond expectation. With that being said.

I would welcome the opportunity to be able to discuss the position with you further. I look forward to hearing from you at your earliest convenience. Thanks in advance for your time and consideration.

Sincerely, Maria Elena Jurado