

From: [Gina L. Turcotte <ginalyn@adelphia.net>](mailto:ginalyn@adelphia.net)

To: [Bonnie Colfer](mailto:BColfer@mekids.org)

Date: 3/26/2003 7:22:52 AM

Subject: RE: Clerical Position Application

Bonnie,

Yes, I would be interested in interviewing with your organization. I am available early mornings or late afternoons for an appointment. My phone number and address have recently changed. They are now: 9 Old County Lane, Readfield, Maine 04355 685-9500

I look forward to speaking with you.

Gina L. Turcotte

-----Original Message-----

From: Bonnie Colfer [mailto:BColfer@mekids.org]

Sent: Tuesday, March 25, 2003 12:51 PM

To: ginalyn@adelphia.net

Subject: RE: Clerical Position Application

Gina,

Back in January you responded to an advertisement in the Kennebec Journal for a clerical position opening. This position has recently become available again. If you are still available, interested and feel you qualify for the position I would be happy to set up an interview with you. I have attached a job description for your reference. Thank you.

<<Clerical Assistant.doc>>

Bonnie Colfer

Administrative Assistant

Maine Children's Alliance

303 State Street

Augusta, ME 04330

(207) 623-1868

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-----Original Message-----

From: Gina L. Turcotte [mailto:ginalyn@adelphia.net]

Sent: Monday, January 20, 2003 11:49 AM

To: MaineKids

Subject: Clerical Position Application

<< File: Clerical Resume.doc >>

Dear Sir or Madam:

Enclosed please find my resume in support of my application for the part-time clerical position available with your organization. As you will see, I have several years of strong clerical experience with extensive customer support skills.

My work experience has varied in many ways through the years. I have worked for different branches of the Maine State government, in addition to employment in the private sector, and have acquired many valuable skills in each position. I have always enjoyed working with the public component of my jobs and have strived to deliver professional, courteous, efficient and timely assistance to those who need it. I find the public's response to my assistance very rewarding and compelling for me to continue to provide quality assistance.

My skills include dedication to a high-quality product, great attention to detail, quick and efficient completion of my tasks and a strong working knowledge of office environments and computer applications. I am a trained computer technician that allows me to quickly learn the unique applications of the organization and to implement them as swiftly as possible into my daily tasks. I also strive to learn the unique elements of my job and to discover ways to complete the tasks with better quality, efficiency and accuracy.

I consider myself to be a dedicated, hard-working, dependable individual who takes great pride in every task I encounter and feel I would be an asset to your organization. I would appreciate an opportunity to further discuss my qualifications and suitability for this position.

Sincerely,

Gina L. Turcotte
32 Court Street, #A
Augusta, Maine 04330
(207) 623-4599