

# Karen Anderson

## Bio

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I've lived in Colorado for thirteen years. After retiring two years ago, I'm enjoying spending time with my four wonderful grandchildren. I also enjoy reading and my three times a week swim classes at the YMCA.

I have been so blessed for the last three years to have affordable living through the CSHA, so when the opportunity to possibly serve as Resident Commissioner came up, I was elated! In the 1980's I was a Resident Manager of an 80+ complex through the Washington Housing Authority for three years and also was a manager for a 40+ unit. I consider myself to be very friendly and outgoing and very professional.

I feel that I would be a great asset to your Team, and I would be honored to be considered!

Sincerely,  
Karen Anderson

# Robin Zupanc

## Paralegal

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4567 Main Street  
City, State 98052  
(718) 555-0100  
robin.zupanc@example.com  
linkedin.com/in/robinzupanc

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Dear Adrian King,

Start with a statement about why you are excited about the job you are seeking. Enthusiasm is key, and your personal connection to the role is much more important than flashy words and exclamation marks. Keep it brief and easy to read quickly.

If you feel a second paragraph is needed, touch on areas of the role that interest you. State your desire to learn more, suggest a follow up call or email. Be clear about your respect for busy schedules.

(Here's a tip: be sure to try Word Editor for suggestions on how to make this cover letter the best it can be.)

Sincerely,  
Robin Zupanc

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Adrian King  
Hiring Manager  
VanArsdel, Ltd.  
123 Elm Avenue  
City, State 98052

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