

# **PENELOPE GERTZ**

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Recruitment Director  
ACR Homes  
2437 Rice Street  
Roseville, MN 55113

Dear Search Committee,

Please accept this cover letter and resume as application for the Direct Care Professional position at ACR Homes. I am drawn to your core values stating that "all human life is intrinsically valuable." With my passion for helping others paired with my education at Concordia University, St. Paul, I feel I would be an immediate fit to help carry out this value.

I am entering my junior year of college at Concordia University, St. Paul studying psychology. My education has provided me a solid foundation of understanding people and how behaviors are impacted by learning, motivation, social influences, diversity and even the brain. The breadth of this learning will help assist me in the workplace as it is a foundation of working with diversity.

In addition to my education I have had the opportunity to be involved on campus as well as work off campus. Through various customer service positions I have learned the importance of building relationships, being proactive, and responding to customer needs. Specifically in my Administrative Assistant role I was able to observe the day to day functions of the office and then make recommendations on how to make procedures more effective. I also had the opportunity to welcome new customers, learn about their backgrounds, and make them feel a part of our larger community.

I am excited about the opportunity to join the ACR Homes team as a Direct Care Professional. Please reach out to me if you have any questions and I hope to hear from you regarding next steps.

Sincerely,

Penelope Gertz