

Hasbrouck Heights, NJ 07604
August 10, 2014

Dear Sirs:

I am interested in Business position, please review the attached my resume, the accomplishments that will enable me to contribute to your team. During my knowledge and abilities of experience into resume, but I am deaf person by Equal Employment Opportunity (EEO), the Communication skills with Basic English and Fluency American Sign Language (ASL) and would appreciate the chance to meet with you to discuss employment opportunities. Please accept this Cover Letter and enclosed Resume as my application for advertised position.

I graduated from the Passaic County Technical Institute (PCTI) with High School Diploma.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Jennifer Genao

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jgenao2@gmail.com

JENNIFER GENAO

OBJECTIVE To obtain a Business position were my experience and ability in the Computer Skills and Clerical Skills Basic.

SKILLS & ABILITIES

Communication skills with Basic English and Fluency American Sign Language (ASL). Able to get along well with coworker; work as a member of a team and with minimal supervision. Able to maintain a flexible schedule. Use the proper equipment to move products. Knowledge of Basic Microsoft Office, Microsoft Windows 7, Revising, Filing, Archiving, Copying, Mailing and Internet.

EXPERIENCE **GOODWILL INDUSTRIES**

Harrison, NJ 07029

August 2010-November 2010

Position: Packing Assistant

Processed, sorted, and organized received merchandise in the backroom. Packed, sealed and prepared materials for shipping. Moved incoming stock from the stock room to the sales floor in a timely fashion.

EDUCATION **Passaic County Technical Institute (PCTI)**

Graduated with a High School Diploma.

Wayne, NJ

REFERENCES Available Upon Request
