

JOHNNY MONDESTIN



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Crowell & Moring LLP

RE: Government Affairs Assistant

Dear Hiring Manager,

I am writing to express my interest in the Government Affairs Assistant position. I am a self-motivated and progress-driven Sales Associate with an extensive background in this industry. I have developed and executed strategies that will bring Crowell & Moring LLP value.

I can demonstrate the ability to communicate clearly and effectively, both orally and in writing, within Haitian Creole, French, Spanish, and English with staff and external contacts. Also, I have the ability to plan, organize, and prioritize work in a dynamic, fast-paced, and complex environment to meet deadlines and daily requirements. I can work effectively both independently and with others in a cooperative, enthusiastic, and friendly manner to accomplish position functions and participate in team efforts. Additionally, I am a quick learner when obtaining and processing information.

In my previous Sales Associate position at Home Depot, I was recognized as a top performer and always went beyond basics to help the team serve business needs. I would be happy to bring that same drive and enthusiasm to your team.

I would greatly appreciate your review of my enclosed resume and outlined credentials. I can be a valuable addition to Crowell & Moring LLP and your business goals. At your convenience, I am available for an interview or further discussion. I look forward to your response.

Sincerely,

JOHNNY MONDESTIN