

Dear Sir/Mme

I am writing to express my strong interest in working at your company as an assistant. I am a highly capable and experienced administrative professional. In addition to my administrative skills, I offer significant abilities and experience in organizing, prioritizing, confidentiality of documents. My ability to get along well with others, to make necessary adjustments to meet deadlines, and effectively coordinate in fast-paced environments have all contributed to my growth in this field and my employers placing a significant degree of trust in me.

I have successfully completed my BA degree. After graduation, I embarked on a new journey where I had the privilege to work at Balamand University where I absorbed a great deal of knowledge and gained huge insight into the field of administration.

Thank you for taking the time to review my attached resume.

I look forward to hearing from you.

Yours Faithfully,