

Dear Sir/Madam,

Hope you are doing well.

I am writing to express my interest in joining the "Tripoli University" academic team and contributing to its ongoing success.

Regarding my expertise (+9 years), I started my career as a teacher and fulfilled various academic & administrative positions at "Al Fayhaa Association" (UNICEF partner in the North of Lebanon), before moving to the International Committee of the Red Cross (ICRC), covering different administrative positions (covering different files: Information Management, events' planning, general administration, Human Resources, and Cash/ Finance).

For my educational background, I am an MBA holder, majoring in Human Resources Management (HRM), as I believe that the HR role in any organization, alongside its leadership, is crucial to ensure its continuity & success. Additionally, I recently completed an Associate Diploma in Professional Education Strategies, which covered the design & development of a curriculum, teaching theories & practices, and various types of assessments. I regularly seek to develop my skills (whether soft or hard skills) and leverage my knowledge, especially in the Human Resources field (mainly in learning & development, organizational development, change management, leadership, and emotional intelligence).

P.S.: *You can find the list of certifications and workshops I attended, related to different soft & hard skills, on my LinkedIn profile (included in my attached CV).*

I believe that my passion for inspiring learners in this fast-paced environment, combined with my educational background and extensive expertise, will enable me to excel in this position. Education has a critical role in addressing societal issues, fostering social cohesion, and I would like to be part of it.

Thank you for considering my application. I look forward to discussing this opportunity whereby my skills and experiences align with your needs. Please feel free to reach out to schedule a meeting at your convenience.

Sincerely,

Lama Naji