

To whom it may concern,

Thank you for the opportunity to apply for the job vacancy in your company. After I have reviewed your job description, it's comprehensible that you are looking for an applicant that exceptionally can do the responsibilities related to the job description and can perform them confidently. Specified with these demands, I am definitely having the necessary skills to sufficiently do the job accurately and perform above expectations.

I am a determined professional who has been frequently commended as result-oriented by my co-worker and management. I've developed a skill set directly relevant to the said job position that you are hiring for, including customer service, appointment setting, data entry, travel planning, HR management, counseling, and being a social media administrator.

I am very keen to take on new responsibilities with bigger challenges and a fast learner that can adjust to new environments I look forward to hearing from you. Thank you so much, and more power!

Regards,

Resa L. Nabor