

CHRISTINA ABDALLAH
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(Contact person's name)
(title, employer and address)

Dear Prospective Employer,

I was thrilled to see your posting for this position at your company. I am positive I can help with your company's upcoming challenges. My experience in the industry and my knowledge of the latest trends make me confident that I would be a valuable asset to your team.

I am a highly motivated and driven individual who is always looking for new opportunities to learn. I work well both independently and as part of a team, and I am always willing to go the extra mile to get the job done. I have a strong attention to detail, and I take pride in my work. I have a strong background in leadership and communication. I have the ability to take risks, make decisions, and accept responsibility for my actions. I am also an excellent communicator, expressing ideas clearly and listening attentively to others. In addition, I am technically proficient in Windows, Microsoft Word, PowerPoint, Excel, and managing digital information. I am also fluent in English, Arabic, and French. I believe that my skills and abilities make me the perfect fit for the job.

Thank you for your time and consideration in reviewing my application. I am available anytime for an interview at your convenience, and can be reached by phone or email. Thank you again for considering me for this opportunity, I am eager to utilize my skills to help contribute to the success of your business.

Best regards,

Christina Abdallah