35 Antis Lane, South Kwabenya

Post office Box 187

Abeka, Accra.

7th October 2022

The Manager

Women Initiative and Self Empowerment (WISE)

Post office box …. Cantonments

Accra

Dear Sir/Madam,

**APPLICATION FOR EMPLOYMENT AS ADMINISTRATIVE ASSISTANT**

I am delighted to have the opportunity to apply for the position of Administrative Assistant at Women Initiative. I am highly efficient and enjoy organizing and administering to the needs of my office and office personnel. I am always interested in learning new techniques and skills, and I spend some time each month learning about organizational trends.

As the Administrative Assistant at Social Security and National Insurance Trust (SSNIT), I was responsible for organizing and maintaining the scheduleles For the Trust. I organized meetings and coordinated between the offices of the Trust. I was able to help the office save costs in recruitment campaigns for new teaching positions after I attended training on a new software application that grouped data on potential candidates and helped narrow the possible contact inquiries of interest.

I have gained a lot of experience in running a large and complex office, and I thrive on meeting and surmounting challenges that come up during the workday. I can prioritize tasks in order of importance and time, and I'm proficient in most Microsoft Office programs. I have taken classes in Excel and I can bring much knowledge and skills to your goals.

Thank you for your attention to my application. I am looking forward to the prospect of meeting with you and learning further about the needs and goals of your organization. I have had a fulfilling time working with the staff of SSNIT and I would love working alongside the WISE.

Yours faithfully,

Clement Wewotah Abagna