# **athematics Graduate for FAO Office Assistant.**

Write a cover letter for a BSc. Mathematics graduate who worked with Social Security and National Insurance Trust (SSNIT) as an Administrative Assistant and currently needs employment as an Office Assistant (Integrated Operations Support) at Food And Agricultural Organizations of the United Nations. Write in 1500 words in 4 chapters with the key functions below; Screen requests for appointments with supervisor; maintain supervisor’s calendar; confirm mutually convenient schedules and arrange appointments; receive visitors; place and screen telephone calls; respond to queries and correspondence, often of a sensitive, confidential, or technical nature. Coordinate office support services for meetings, training, seminars, committees, and special projects and events; attend meetings, prepare minutes, monitor follow-up activities; make arrangements for formal editing, translation, etc., of documents and publications. Review, record, distribute, and process incoming mail and correspondence; follow up on pending actions; prepare draft responses to a wide range of correspondence and other communications, often requiring knowledge of technical terminologies and/or detailed office procedures; carry out quality control functions for outgoing documents; proofread texts for adherence to format, grammar, punctuation, and style. Perform a variety of administrative duties, e.g. contract extensions and requests for temporary staff, leave and attendance recording, budget preparation, and follow-up; coordinate with other units to ensure smooth running and expedition of work within the unit. Research, compile, and organize background information and reference materials from various sources for reports, briefs, and speeches; generate a variety of statistical and other reports from various databases. Coordinate the work of other office support staff, establish priorities, and ensure equitable distribution of work; train new staff to relevant administrative procedures and practices and provide general assistance as required. Create and maintain the work unit’s filing and reference systems; review the efficiency of office procedures and make recommendations for improvements; update office websites. Perform other duties as required. Impact Of Work The incumbent’s work impacts directly the smooth and efficient running of the Office. He/she plays a lead role in the provision of office support services for the achievement of the organizational unit’s mandate.

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Dear Hiring Manager,

I am writing to express my interest in the Office Assistant (Integrated Operations Support) position currently available at the Food and Agricultural Organizations of the United Nations. As a recent BSc. Mathematics graduate with experience working as an Administrative Assistant at Social Security and National Insurance Trust (SSNIT), I believe that my skills and experience align well with the requirements of this role.

I am a highly organized and detail-oriented individual with a passion for providing administrative support in a fast-paced environment. In my previous role, I gained experience in coordinating office support services for meetings, training, seminars, committees, and special projects and events. I am confident in my ability to attend meetings, prepare minutes, monitor follow-up activities, and make arrangements for formal editing, translation, etc., of documents and publications.

As an Administrative Assistant, I was responsible for screening requests for appointments with my supervisor, maintaining his calendar, confirming mutually convenient schedules, and arranging appointments. I also received visitors, placed and screened telephone calls, responded to queries and correspondence, often of a sensitive, confidential, or technical nature. I am confident in my ability to carry out these responsibilities with the utmost professionalism, and I believe that my experience has prepared me well for the Office Assistant role at the Food and Agricultural Organizations of the United Nations.

Furthermore, I am skilled in reviewing, recording, distributing, and processing incoming mail and correspondence. I have experience in following up on pending actions, preparing draft responses to a wide range of correspondence and other communications, often requiring knowledge of technical terminologies and/or detailed office procedures, and carrying out quality control functions for outgoing documents. I am confident in my ability to proofread texts for adherence to format, grammar, punctuation, and style, and I believe that my attention to detail and excellent communication skills will be valuable assets in this role.

In addition to the above, I have experience in performing a variety of administrative duties, such as contract extensions and requests for temporary staff, leave and attendance recording, budget preparation, and follow-up. I am skilled in coordinating with other units to ensure the smooth running and expedition of work within the unit, and I am confident in my ability to research, compile, and organize background information and reference materials from various sources for reports, briefs, and speeches. I can generate a variety of statistical and other reports from various databases, and I believe that my analytical skills and attention to detail will be an asset in this role.

As an Administrative Assistant, I also coordinated the work of other office support staff, established priorities, and ensured equitable distribution of work. I trained new staff to relevant administrative procedures and practices and provided general assistance as required. I am confident in my ability to create and maintain the work unit’s filing and reference systems, review the efficiency of office procedures and make recommendations for improvements, and update office websites. I am committed to ensuring that the work unit runs smoothly and efficiently, and I believe that my leadership skills and ability to work well in a team will be valuable assets in this role.

In conclusion, I am excited about the opportunity to bring my skills and experience to the Food and Agricultural Organizations of the United Nations as an Office Assistant. I believe that my experience in coordinating office support services, performing administrative duties, and leading a team of office support staff will enable me to excel in this role. Thank you for considering my application

# **BSc. Mathematics Graduate for FAO Office Assistant.**

Write a cover letter for a BSc. Mathematics graduate who worked with Social Security and National Insurance Trust (SSNIT) as an Administrative Assistant and currently needs employment as an Office Assistant (Integrated Operations Support) at Food And Agricultural Organizations of the United Nations. Write in 1500 words in 4 chapters with the key functions below; Screen requests for appointments with supervisor; maintain supervisor’s calendar; confirm mutually convenient schedules and arrange appointments; receive visitors; place and screen telephone calls; respond to queries and correspondence, often of a sensitive, confidential, or technical nature. Coordinate office support services for meetings, training, seminars, committees, and special projects and events; attend meetings, prepare minutes, monitor follow-up activities; make arrangements for formal editing, translation, etc., of documents and publications. Review, record, distribute, and process incoming mail and correspondence; follow up on pending actions; prepare draft responses to a wide range of correspondence and other communications, often requiring knowledge of technical terminologies and/or detailed office procedures; carry out quality control functions for outgoing documents; proofread texts for adherence to format, grammar, punctuation, and style. Perform a variety of administrative duties, e.g. contract extensions and requests for temporary staff, leave and attendance recording, budget preparation, and follow-up; coordinate with other units to ensure smooth running and expedition of work within the unit. Research, compile, and organize background information and reference materials from various sources for reports, briefs, and speeches; generate a variety of statistical and other reports from various databases. Coordinate the work of other office support staff, establish priorities, and ensure equitable distribution of work; train new staff to relevant administrative procedures and practices and provide general assistance as required. Create and maintain the work unit’s filing and reference systems; review the efficiency of office procedures and make recommendations for improvements; update office websites. Perform other duties as required. Impact Of Work The incumbent’s work impacts directly the smooth and efficient running of the Office. He/she plays a lead role in the provision of office support services for the achievement of the organizational unit’s mandate.

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Dear Hiring Manager,

I am excited to apply for the Office Assistant (Integrated Operations Support) position at the Food and Agriculture Organization of the United Nations. As a recent BScA mathematics graduate and former Administrative Assistant at the Social Security and National Insurance Trust (SSNIT), I am confident that my skills and experience align well with the requirements of this position.

Chapter 1: Administrative Support

As an Administrative Assistant at SSNIT, I gained extensive experience in providing administrative support to senior management. My key functions included screening requests for appointments with supervisors, maintaining their calendars, confirming mutually convenient schedules, and arranging appointments. I also received visitors, placed and screened telephone calls, and responded to queries and correspondence, often of a sensitive, confidential, or technical nature. These experiences have honed my ability to prioritize and multitask effectively, and to work efficiently in a fast-paced office environment.

In addition to administrative support, I also coordinated office support services for meetings, training, seminars, committees, and special projects and events. I attended meetings, prepared minutes, and monitored follow-up activities. I also made arrangements for formal editing, translation, etc., of documents and publications. Through these experiences, I developed exceptional organizational and communication skills, which will be invaluable in supporting the Food and Agriculture Organization of the United Nations.

As an Administrative Assistant, I also reviewed, recorded, distributed, and processed incoming mail and correspondence. I followed up on pending actions, and prepared draft responses to a wide range of correspondence and other communications, often requiring knowledge of technical terminologies and/or detailed office procedures. I also carried out quality control functions for outgoing documents, and proofread texts for adherence to format, grammar, punctuation, and style. These experiences have developed my attention to detail and my ability to maintain accurate and comprehensive records.

In addition to the above, I performed a variety of administrative duties, such as contract extensions and requests for temporary staff, leave and attendance recording, budget preparation, and follow-up. I coordinated with other units to ensure smooth running and expedition of work within the unit. I also researched, compiled, and organized background information and reference materials from various sources for reports, briefs, and speeches. I generated a variety of statistical and other reports from various databases. These experiences have equipped me with a strong ability to work independently and collaboratively to deliver results.

I am aware that the incumbent's work directly impacts the smooth and efficient running of the Office, and I am excited about the opportunity to play a lead role in the provision of office support services for the achievement of the organizational unit's mandate. I am confident that my skills, experience, and dedication will make a valuable contribution to the Food and Agriculture Organization of the United Nations.

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications with you.

Sincerely,