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Hiring Manager
Al-Madina Medical Clinic
Fort McMurray, AB, T9H 4A4

Subject: Application for hotel front desk supervisor Position

Dear Hiring Manager,

I am writing to apply for the hotel front desk supervisor position at Al-Madina Medical Clinic in Fort McMurray, AB, T9H 4A4. With a Bachelor's in Business Intelligence & Statistics and hands-on experience supporting recruitment, office administration, and data-driven reporting, I combine strong organizational skills with an ability to turn data into useful insights. I am reliable, discreet with confidential information, and eager to contribute effectively to your HR and business operations.

In previous roles I supported candidate sourcing and interview coordination, maintained accurate personnel records, and helped streamline onboarding processes by creating checklists and templates that reduced administrative delays. On the business side I collected and cleaned operational data to produce weekly performance snapshots and simple dashboards for supervisors, which improved visibility on task completion and punctuality. I am comfortable with Excel and reporting tools and can quickly learn company systems such as ATS or HRIS platforms.

I take pride in clear communication, attention to detail, and delivering consistent administrative support so hiring managers and teams can focus on core priorities. I am based in Agadir, Morocco, and fully willing to relocate to Canada for the right opportunity. I am available to start immediately and flexible with timezone overlap for onboarding or interviews.

Please find my résumé attached. I would welcome the chance to discuss how my blend of HR support and analytical experience can help Al-Madina Medical Clinic streamline recruitment and administrative workflows. You can reach me at +212 642 715 170 or abdellahgram01@gmail.com.

Thank you for your consideration.

Sincerely,
Gram Abdellah
Phone: +212 642 715 170
Agadir - Morocco