

THEINT THEINT HTWE

SALAM TOWER, ABU DHABI
+971-52-2626982
htwetheinttheint98@gmail.com

JOB REFERENCE: RECEPTIONIST AND CUSTOMER SERVICE

Dear Sir/Madam,

I am writing to apply for the position of Receptionist and customer service at your company. I am confident that I have the skills and experience required for this role, and I am excited to have the opportunity to work for such a reputable company.

I have over a year of customer service experience, both in retail and hospitality. In my time in the hospitality industry, I have gained a comprehensive understanding of the importance of providing excellent guest service. I am adept at handling guest inquiries, complaints, and special requests, and I always strive to provide a positive experience for every guest. I am confident in my ability to ensure the highest standards of service are maintained at all times. I have excellent communication skills, both written and verbal, which I have utilized to form positive relationships with guests and colleagues.

I am eager to join your company and I am confident my skills, knowledge, and experience make me the ideal candidate for this role. I would welcome the opportunity to discuss my application further at an interview.

Thanks you for your consideration .

Sincerely,

Theint