

Glory Inyang Udo

Uyo, Akwa Ibom State

Info.gloryudo@gmail.com

08126431800

September 30, 2023

Emman InyangUdoh Konsults Chartered Estate Surveyors & Valuers

53 Udotungubo Street,

Uyo,

Akwa Ibom State

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF AN OFFICE SECRETARY

I am writing to express my strong interest in the position of Office Secretary at Emman InyangUdoh Konsults Chartered Estate Surveyors & Valuers. With my educational background in Business Management, along with my experience as an Administrative Manager at Pilot1Carport, I am confident in my ability to contribute effectively to your esteemed company.

My qualifications include a Second Class upper degree in Business Management from the University of Uyo, which has provided me with a solid foundation in business operations, communication, and administrative tasks. During my time at Pilot1Carport, I gained valuable experience in office management, administrative coordination, and customer service. These experiences have honed my organizational skills, attention to detail, and ability to manage multiple tasks efficiently.

In addition to my educational and professional background, I possess a strong proficiency in the Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook. I am also highly skilled in data entry, appointment scheduling, and maintaining organized office records. Furthermore, I am adept at managing and prioritizing tasks to ensure the smooth flow of office operations and maintaining a professional and organized office environment. I am a proactive individual who takes pride in ensuring that all administrative tasks are completed with precision and efficiency.

Enclosed is my resume, which provides additional details about my qualifications and work history. I would welcome the opportunity to discuss how my skills and experiences align with the needs of your organization in more detail.

Thank you for considering my application. I look forward to the possibility of joining your team and contributing to the continued success of Emman InyangUdoh Konsults Chartered Estate Surveyors & Valuers. Please feel free to contact me at 08126431800 or via email at info.gloryudo@gmailcom to schedule an interview.

Sincerely,



Glory Udo