

18th November,2021

General Manager,
Human Resource Administration,
Team Oil Terminal,
Tema

Dear Hiring Manager,

APPLICATION FOR EMPLOYMENT AS AN ADMINISTRATIVE OFFICER

I am applying to the effect of the recent vacant position of administrative officer in your company. I am a hard-working and determined young lady with BBA in Accounting background with some working experience in Administration seeking an opportunity to succeed at Tema Oil Terminal. During my period of working as a hotel receptionist and service person at Korle-Bu Teaching Hospital, I developed a strong team management, problem solving, customer service and interpersonal skills. I am certain that I can be an asset at Tema Oil Terminal and also work at any position requiring hard work and reliability.

I am excited with the prospects available at your reputable company and ready to meet to further discuss my qualification and experience listed in my enclosed resume. Thank you for reading through my application and looking forward to a scheduled interview date.

Sincerely

Agnes Mozu