

Bonte Emma BANA
Kk 600 St
Kigali, Rwanda
(+250)784688641

7th June 2021

Human Resource Manager
Deva Medical Clinic

Dear Sir/ Madam,

Re: Application for the post of Receptionist

I am thrilled to be applying for the position of Receptionist at Deva Medical Clinic. I came across this position through a web search engine, and after reviewing it, I think that my skills are a perfect match for your needs and I am excited about the potential of the work we could do together.

My fascination with serving people began after finishing my high school and started doing jobs that involved meeting, helping and serving people. I have always been an avid learner who loves learning everything about customer care. I am a good communicator, I can work well in teams and I have the ability to solve crucial problems that may arise in the team. The past few days I researched Deva Medical Clinic and its great work; and from my research, It is clear that you are looking for an enthusiastic applicant that is reliable and can effectively maximize your impact. Given these requirements, I believe that I am perfect.

I have working experience with FEMENG Rwanda and Alimentation Ikirezi and I have participated in various volunteering works. I have a high school completion Certificate and I am pursuing an Associate degree at Davis College in Information Systems.

Do not hesitate to reach out to me for additional details regarding my expertise and achievements.

Thank you for your consideration.

Sincerely,
BonteEmmaBANA
Bonte Emma BANA.