

Good morning/afternoon/evening! My name is Bernardo, and I'm very happy to be here for this

opportunity. I'm a 17-year-old high school student. I'm creative, empathetic, and hard-working in my daily tasks. I love working

with people and working as part of a team. I don't have any professional experience, but I'm a natural learner and eager to land my first job and develop professionally.

I'm excited to contribute to the company, learn, and grow within this dynamic team. Thank you

for considering me for this position.

This position/job is for an Administrative Assistant.

It's in Santo Amaro.

You must have flexible hours.

The main duties include organizing spreadsheets.

You don't need any experience for this position.

You need basic knowledge of Microsoft Office.

You must be hard-working and responsible.