

Yash Pal

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31.03.2023

Office Assistant

Food and Agriculture Organization of the United Nations

Dear Sir/madam

I am writing to express my strong interest in the Office Assistant position at the Food and Agriculture Organization of the United Nations (FAO), which I learned about through social media. With my three years of experience in office administration and my passion for contributing to the United Nations' mission, I believe that I am an excellent fit for this position.

In my previous role as an Office Assistant at ONEIC, I developed a wide range of skills that align well with the requirements of the FAO Office Assistant position. My experience in handling administrative tasks such as managing schedules, coordinating meetings, and handling correspondences has given me the skills to work independently and efficiently.

Additionally, I have experience in handling confidential documents and maintaining office records, which will be essential in ensuring the smooth functioning of FAO's operations. I am also highly familiar with the United Nations' mission and values, and I share a strong passion for promoting sustainable agriculture and food security.

I am confident that my skills, experience, and passion make me a strong candidate for the Office Assistant position at FAO.

I am excited about the opportunity to contribute to FAO's mission and to work with a team of dedicated professionals towards the goal of achieving a world free from hunger.

Thank you for considering my application. I have attached my resume for your review, and I look forward to the opportunity to discuss my qualifications further.

Sincerely,

Yash Pal