

Maria Kudumo

P O Box 2435

Rundu

Namibia

January 08, 2021

Working Guest

Zoo Keeper

Namibia

Dear Sir/Madam

RE: INTERIM AS AN ADMINISTRATIVE OFFICER

I would like to apply for the above mentioned post as an INTERIM (ADMINISTRATIVE OFFICE/ ANY POSITION THAT SUITS MY QUALIFICATION) at Public Relations and Meetings since is an excellent match to my qualifications. Currently furthering Entrepreneurship & New Venture Management at University of Namibia (Rundu Campus).

I am a pro-active youth, like working as a team, and as well as under pressure. I have been involved myself in most of regional youth activities, such Regional Mentor for LA TB Program (Ministry of Health & Social Services), and others. I have gained more experience in leadership and self-confidence and believe in working as a team. Both in classroom and work settings, I earned a reputation as a dedicated Multiple Student with passion for accurately working important administration activities for the office or any position that can suit my qualification, and complete it before given deadline.

It would be an honor to work for your institute and working with your talented team of ADMINISTRATIVE/ Any position that I will be offered. I am confident that my skills of Office work will lead to a better tomorrow for your office/ institute and deliver in extra mile for the resident of the region.

If you have any further questions, do not hesitate to contact me.

Sincerely

Maria Kudumo (Ms.)

University Student

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