PO Box 4638,

Windhoek

Namibia

09 February 2021

Human Resources Department

Namibia

Dear Sir/ Madam

**General Job application for: Internship**

Result driven and goal oriented individual seeking for an opportunity to succeed in a dynamic company such as yours. I wish to bring and put my outstanding strength, leadership and administrative knowledge, skills, and commitment into practice to excellence to any of your company department innovative environment. I am confident that I will deliver successful results for your company in a range of administrative position.

Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects, highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes. Exceptional listener and communicator who effectively conveys information verbally and in writing. Computer-literate performer with extensive software proficiency covering a wide variety of applications. My key skills lies in to effectively managing my time through careful planning and organization of work activities.

I would love this opportunity to join your company so that I could contribute my knowledge and professional qualitative personal attributes.

Please do not hesitate to reach out by phone or email to set up an in-person interview. I look forward to meeting with you and thank you for your consideration. The enclosed CV expands on my qualifications and experience.

Sincerely,

**Ms. Tunisia H. Mouton**

internship seeker