

Job Title: Administrative Employee

Full name: Osama Thaer Almusawi

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Phone number: +964 772 940 9982

Address: Jamilla Age:18 Date of birth:4th/1/2001

Cover letter

Dear Manager,

I'm applying for a position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience. I will be thankful if u accept me.

I can be reached at the number above or at my email address.

Sincerely,

Work experience:

My experience is that I can speak fluent English and fluent Arabic, also I can speak fluent English slang language. I have got excellent skills of writing and listening in English and Arabic.

I have got excellent experience as translator.

I have got skills of persuading the opposite person.

Also I have very good experience of using computer specially the Microsoft office, word, Alamein, Outlook, PowerPoint, Access, Excel and all Microsoft Windows.

I'm excellent at using computer messaging, emailing and administrative correspondence.

I have also worked in the Iraqi embassy and consulate as an accountant for a year in London.

I can work immediately and friendly as a part of a team.

I'm also good looking man.

Qualifications

I have my high school graduate as I have finished my high school in London in Kensington high school, west London in Chelsea. I also have my IELTS graduate and a prove of both.

Personal Information:

My name is Osama Thaer Almusawi,
I'm 18 years old, My date of birth is 04 01 2001. .I was born in Baghdad And I lived 11 years in Iraq. Me and my family moved to London in 2012 as my dad was studying PHD in oxford university in London and we came back last month because we finished studying. Now I'm looking for a job and I want to work as a administrative employee for your company as I can speak fully English and Arabic also I'm very good on using computer .
Thank you.

