

Dear Amy,

I am Ms. Manju Nair, experienced in tutoring and IT. My work experience has been primarily in India and I have recently moved to the UK. I am seeking part time job opportunities in office administration (weekdays, 10am - 2pm).

I am conscientious, hardworking and always eager to learn new skills. I am very committed to everything I do and always strive to accomplish my work at the highest standard. I have good IT and documentation skills.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours Sincerely,
Manju Nair