Job Application Letter

Dear: Sir/Madam

Such positions would provide a wonderful opportunity to grown in experience within my chosen field. My proactive nature and eagerness to learn would make me a great candidate for this position. I am currently working towards my bachelor’s degree in economics at the University of Central Florida and anticipate graduation at the end of the Summer semester 2021.

My coursework has made me proficient with Word, Excel, Access, PowerPoint, SPSS, and many other computerized programs.

Not only am I proficient in the Home Office programs listed above, but I offer a unique skill that most other candidates do not possess; I am bilingual!

I look forward to hearing back from you at your convenience!

Sincerely,

Hazaa Al Harthi

May 27, 2021