

# AYANTOYE OLUYEMI

## Office Assistant

6th October, 2021

Dear hiring manager,  
Dangote  
Obese,  
Ogun State.

I humbly write to apply for the post of office assistant being floated by your reputable organization. The job description you provided with this position is a match to my professional qualification and background experience and I would appreciate a chance to become a valuable member of your organization.

What my résumé cannot illustrate is what sets me apart from other candidates. Namely my penchant for organization, my eye for detail, my positive and interpersonal nature and my ability to perform excellently even under pressure with or without much supervision. I have served in a related capacity in private entities where I was privileged to work with scores of other members of staff in the realization of set goals. More so, I have proficiency in IT (data processing and desktop publishing).

I am of strong belief that my expertise would be a good match for your fast paced organization.

Should my application be considered, I promised to work conscientiously and abide by the rules and regulations of your organization.

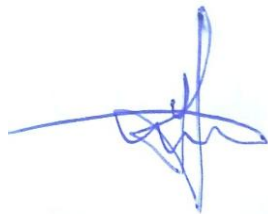
I therefore, look forward to receiving your favourable response.

Thanks for your time and consideration.

Sincerely,

Ayantoye Oluyemi

Enclosure: My résumé



### Personal Info

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