

ZAINAB SULAIMAN

Kano, Kano 0-705-062-3407 sulaiman.abidemi94@gmail.com

Hiring Manager
TO WHOM IT MAY CONCERN

Dear Hiring Manager,

Thank you for the opportunity to apply for the Customer Service representative role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am an efficient professional who has been consistently praised as hard-working by my co-workers and management. Over the course of my 5-year career, I've developed a skill set directly relevant to the Customer Service representative role you are hiring for, including branch operations. Overall, I have consistently demonstrated communication, multitasking and teamwork abilities in every aspect of my banking role at ACCESS BANK PLC, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 0-705-062-3407 or via email at sulaiman.abidemi94@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Zainab Sulaiman