

Cover Letter

Your job posting at coop caught my attention straight away as my skills and experience are a close match to your requirements for this position. I would appreciate careful consideration of my credentials as outlined below and within the enclosed resume.

I am a self-directed and independent worker who has taken the initiative to learn as much as possible about the company I work for to become a valuable information resource. I am a second year university student and I even though I do not have the best experience, I just want someone to give me a chance to build up my cv and I promise I will not let you down.

Among my strengths are my organizational and planning skills. I have developed several processes to manage my many work tasks and make sure I meet the demands of a fast-paced work environment. I utilize technology to assist me wherever possible and have a good working knowledge of several computer applications including MS Office.

My strong communication skills and an outgoing, energetic personality which will ensure first-rate customer service to both clients and colleagues. I thoroughly enjoy dealing with a wide variety of people and take pride in being a receptionist.

Sunset stay limited enjoys an excellent reputation and I am confident that I would be an asset to your company. I would appreciate the opportunity to discuss my abilities in more depth and am available for an interview at your earliest convenience.

Please contact me via phone or email to arrange a convenient time for us to meet. Thank you for your time and consideration and I look forward to speaking with you soon.

Sincerely

Yeni Olafeyide