

Cover Letter

8th March 2021

Dear Sir/Madam,

I am writing this letter to express my interest of joining any company in Bahrain related to the field in which I have graduated from. I am an Information System graduator from University of Bahrain. And I would like to complete my journey of experience by working at different sectors and companies in Bahrain.

After completing my 12 years of study, I joined a University to carry on with my further studies to get my bachelors degree. Then I started working as Customer care representative at Bahrain Specialist Hospital. From the past three years, I am working as an assistant administrator and HR coordinator at INTERCOL. I believe that I am possessed with the skills that any company requires. I am looking forward towards better opportunities which will help me to use my knowledge and enhance my skills.

Looking forward to hearing a great response

Kind regards,

Nadia Mohammad Nazir