

Job Application Letter

14 January 2021

Subject: Job Application for Procurement / Logistics / Admin Position

Dear Hiring Officer,

Herewith I send an application letter & curriculum vitae for your kind perusal.

I have had experience over the past 17 years in Administration & Procurement in the government sector at Agriculture Affairs Directorate, Royal Court, West Riffa. I am currently working in the food & beverage sector as Procurement In-Charge at Jannaty Bahrain Food Industries Co. In those positions I'm responsible for the local & foreign purchasing.

I realize that my curriculum vitae that I submit can not explain my qualifications in depth. Therefore, I really hope there is a chance for interview, which I can explain how the potential in me will serve as a tremendous asset for your esteemed company.

Sincerely,

Louisville Villaluz