

Dear Hiring Manager,

I am writing to apply for the position suitable for me with your Company. I hold a bachelor's degree in Business Administration and have professional experience in various settings.

I am highly organised, efficient and a great multi-tasker. I thrive in a fast-paced environment and am deadline driven. I am also proficient in several computer programs including Word, Excel, Power-Point, Opera, Marsha GDMS & SAP. In past positions I've demonstrated an ability to learn quickly, work well with others and produce quality work. I am quite confident I would bring this same level of professionalism to your company.

My background skills and personality make me an exemplary candidate and I welcome the opportunity to meet with you to discuss how I may be an asset to your company. Please contact me at your earliest convenience. I look forward to meeting with you and thank you so much for your time as well as the consideration you've given me.

**Thank you**  
**Onissa Pinto**