

To Recruitment Manager

I am writing with the principal intention of applying on your company.

I am a bachelor graduate with a degree in Bachelor of Science in Business Administration with specialization in Financial Management way back 2014. I am currently working as an accounts assistant / purchaser officer/ office staff in Crystal Printing and Publishing House (Kingdom of Bahrain). I have many qualities and experience that can help your company succeed in reaching corporate goals while continuing to provide excellent client experience.

I have attached my resume for your review. I can be available for an interview to discuss employment opportunities at your most convenient time.

I will appreciate your kind reply in connection with my job application.

Respectfully yours,



Elenor G. Ramos