

# REYNALDO LAGMAN

[reylagman112@gmail.com](mailto:reylagman112@gmail.com)

RE: Administration Officer

Dear Hiring Manager,

I would like to express my interest in the Administration Officer posting with Highly Competitive Company and pursue the opportunity to apply my expertise in the industry. I was thrilled to discover how well my experience aligns with your needs and requirements. I feel your core mission and culture suit what I offer as a professional.

As an adept Administrator, I have a well-rounded background in file management and refined talents in recruiting and accounting, which make me an ideal fit for the position. Additionally, I am a proven expert in communication skills and a consistent collaborator. My previous roles have strengthened my abilities in innovation and decision-making, as well as my focused attention to detail and high accuracy.

I am thrilled at the prospect of bringing my talents to Highly Competitive Company. Please contact me at your earliest convenience to further discuss how my work history and personality fit the Administration Officer role.

Thank you for your time and consideration.

Sincerely,

Reynaldo Lagman  
32389342