

JEANETTE G. MARQUEZ

Adliya, Kingdom of Bahrain
Mobile no. 35667228
jeanette0611@gmail.com

To HR Department:

Dear Sir/Madam,

I'm an experienced secretary/projects coordinator looking for a suitable job in the Kingdom of Bahrain.

Having achieved many successes throughout my career, I feel I am in a position to grab the opportunity to bring my expertise to your business. I feel it would be the ideal place for me to further develop my career and I believe I can be an excellent addition to your team.

Please find attached a copy of my CV which will help explain how I can become a valuable asset to your company.

If you would like to get in touch to discuss my application and to arrange an interview, please contact me on the phone number or through email mentioned below.

I look forward to hearing from you soon.

Sincerely,

Jeanette