Human Resources Manager,

Dear Recruitment Manger,

Following your advertisement, calling applicants for an opening position caught my attention as I see an immense deal of match between the job criteria and my experiences. I am passionate about customer care and sales feats and my solid experience in these fields makes me a strong candidate for this position. I have a degree in Fine Arts (B.Sc). I possess solid experience of 19 years with Gulf Air, the national Airline of Bahrain. I possess a proven track record of dynamic customer service, sales interactions, human resources and administration. I would be privileged to bring my strengths to the Sales Division of your organization and I am positive in my ability to contribute to achieve your goals.

The key achievements that I had in my current and previous positions are highly relevant to applied job requirements and prove the value that I can add to your team tremendously. My approach to my work goes beyond my job description, I always look for ways to reduce cost, improve efficiency and boost sales. Moreover, I am recognized for my ability to communicate efficiently with customers, superiors, peers and subordinates.

During my tenure of service with Gulf Air, my performance evaluations were outstanding from Heads of Department and I have received many appreciation notes from VIP customers at the Gulf Air Lounge. I have taken up challenges on time management and efficiency when I worked as a Lounge Supervisor with a small team to manage VIP guest requirements. I have successfully built a strong relationship with most of our guests as they frequently visited the lounge.

The attached Resume should serve to provide you an indication not only of my past achievements but of my potential for making a noteworthy contribution to your esteemed organization. I am confident that I possess the necessary qualifications, skills and experience for this placement. I would like to further clarify my motivation at a face to face interview.

In conclusion, my steady career profile demonstrates to the reliability I have shown to my current employer.

Thank you for your consideration, and I look forward to hearing from you soon.

 Sincerely,

Georgina Rizk

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