To whom it may concern;

I am writing you to apply for any position that will suits my experiences and skills. My Bachelor’s degree in Political Science and six years total of experience in Administration, HR, Management and basic Accounting in Bahrain and in the Philippines has taught me the skills I need to make an impact at your organization.

My professional experience includes Office Management, HR and Admin Management, budgeting, office procurement, Visa and CPR renewals, hotel and ticketing management, petty cash, online payments, staff management, scheduling, making proposals & quotations, preparation of tenders & pre-qualification documents and ensuring are completed on time. I would love the opportunity to use my skills to help the Company grow and prosper.

I have enclosed my CV with this cover letter. If you’re interested in exploring whether I’d be a good fit for your organization, then I’d love to schedule an interview. Give me a call at your earliest convenience.

Yours Sincerely,

Jeoanamer Santos

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