

Dear Sir/Madam,

I would like to apply for HR Assistant position in your company.

As you can see from the enclosed CV, I have a National Diploma in Graphic Design from Bahrain Training Institute. I have more than seven years of work experience in different fields.

What's more I have a good knowledge in government clearance jobs, as I worked in a clearance company for three years. I am capable of using Microsoft office and Adobe computer programs, in addition to internet and typing skills. I am fluent in both Arabic and English in all speaking, reading & writing skills.

I would be pleased to provide any further information required.

I look forward hearing from you.

Yours sincerely,

*Fatima Al-Aradi*