Sir / Madam,

I have attached my CV and kindly consider my candidature for a suitable future job opening.

I believe that my four years' experience in coordination and my passion for work makes me an ideal candidate.

I’m adept at using all the usual administrative and collaboration software packages, from Microsoft Office, Google Docs, Adobe photoshop and Drive. I’m a fast learner, and flexible, while always maintaining the good cheer.

Thank you so much for your time and consideration.

Sincerely,

Athul Satheesh