

Subject: Job Application

Dear Hiring Manager,

Thank you for the opportunity to apply in your advertisement in Bahrain Talent Portal. Herewith I sent my curriculum vitae for your reference.

I am Catherine A. Catama, I was previously working in Howar Manpower Office. I am hardworking and fast learner, willing to learn more and able to work under pressure, highly flexible and adaptable to work in a company with values for continuous learning and friendly environment, and to serve to the company with the best of my knowledge and skills where I can achieve excellent opportunities and career development. I am a patient and trustworthy person, approachable and can work well with others, I can work long hours to accomplish the task required. My willingness to work hard and build my skills will make me a good candidate for the job.

I have had experience for almost 8 years as supervisor for housekeeping affairs of Manpower recruitment office. Proficient in Microsoft Office. In that position I was responsible for application and cancellation of visa for unskilled and skilled workers. Preparing contract's and documents for unskilled and skilled workers for Philippine embassy processing, marketing and assisting clients looking for household service workers. Accommodate and monitor the household service workers and resolve household service workers problems and complaints to their employers. Answering telephone calls and inquiries.

Thank you for your consideration, and I look forward to the opportunity to meet you, which I will explain my ability in more details.

Sincerely yours;

Catherine A. Catama