

Sept. 21, 2020

Subject: Job Application

Dear Hiring Manager,

I am very interested to apply for any Office works/position in your company. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your company.

I am highly passionate and well experienced. As my resume indicates of an experience as Office Manager at Katch Kan Bahrain- a Canadian company for Oil & Gas Industry, as Admin and HSE Officer at Zayani Motors, as Office Administrator at Total Safety-an American Company for Oil & Gas Industry, 6 years in the field of sales and 4 years as Bookkeeper. I have completed my educational degree of Bachelors of Science in Commerce major in Management. And I been living and working in Bahrain for more than 14 years and hold a driving license.

I have attached my resume for your review and I look forward to speaking with you further regarding your available position.

Sincerely yours,

Ms. Zenaida Atonen Kinmanga
+973 37778323