

**HR Manager/Recruiting Officer  
Human Resource Department  
Kingdom of Bahrain**

**Subject: APPLYING FOR THE POST OF SECRETARY OR ADMIN STAFF**

Dear Valued Employer,

**Greetings!**

I am writing to express my keen interest in applying for the post of Secretary/Admin Staff or any related position that suits my qualification.

An excellent and dedicated Secretary Cum Admin Staff with a “can do attitude”, I am pleased to present to you my Curriculum Vitae as attached and be part of your company.

I believed that my previous and present working experiences and performances as an Admin Staff/Secretary Cum Document Controller would be a great factor to prove my capabilities in this position that I am applying for in your company.

To further acquaint you with the specifics of my background, I have enclosed herewith my most recent Curriculum Vitae for your perusal and consideration. I would appreciate the opportunity to speak with a member of your recruiting team in due course.

Thank you in advance and hope to hear from you soon.

Respectfully yours,

**Patsy F. Lachica**

Applicant

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