INES GEORGE COSTAS,

P.O.BOX 13100,

**ARUSHA - TANZANIA,**

**17th May 2020**

Dear Sir/Madame

REF: APPLICATION FOR A JOB OPPORTUNITY

The heading above is concerned.

My name is Ines George Costas, a Tanzanian lady aged 30 years old. A lady with high regard for your institution.

I am actively seeking for an opportunity as a Personal Secretary that you have listed. Over 5 years of experience I have equipped myself with a multitude of skills that you’re looking for, and I would like to continue my growth at your organization. As an outgoing person with exceptional interpersonal skills and the hunger to learn and grow professionally, I’d be a great candidate to consider for this position. I have great computers skills which can be utilized by my employer; in addition of being proficient in Ms Programs and many others. I am also able to learn new programs and customized software quickly to increase efficiency and productivity. I am confident that these skills and others would make me a valuable asset to you and your team.

My resume is attached, detailing my expertise, and I’m looking forward to learning more. I would greatly appreciate the opportunity of speaking with you at your earliest convenience. Thank you for your time and consideration.

Yours Faithfully,

Ines G.Costas