Dear Mrs. Cohoella,

I am interested in applying for the office assistant position that was listed on up2 .

I have experience in appointments, communications with clients, and I am familiar with a variety of phone systems .

My communication skills are excellent and I have training on a variety of software programs and systems

I speak appropriately with a wide variety of people whilst maintaining good eye contact, demonstrate a varied vocabulary and tailor language to audience, listen effectively

I have successfully designed, developed, and supported

This position would provide me with the ideal opportunity to assist at your organization and to expand my administrative skills.

My schedule is flexible, and I would be available to work at your convenience.

I am looking forward to speaking with you.

Thank you for your consideration.

Sincerely,

Beyza Karagüzel  
852 wall street  
Canada, Et 85236  
Email: sooner.make61@gmail.com  
Cell: 5419448333