Dear Sir/Ma,

I hope this email finds you well.

I am writing to apply for the role of a Front Desk Officer in your company. I got the information about the opening from a post on X (formerly known as Twitter) and I believe I am qualified for the role.

I studied Library & Information Science at the University of Nigeria Nsukka and I graduated in 2019 with honours.

In my current role as Secretary/Office Admin at Anchor & Sterns Solicitors, a Law firm in Ikeja. I perform basic secretarial and administrative functions in the office. I interface with client's tenants, schedule appointments for the Solicitors, manage the office phone line, prepare documents, and file submissions in court when necessary.

pppPrior to this, I worked as a Customer Service Representative at Mysuredeal where I provided assistance to clients, handled customer complaints. and provided solutions to their problems and benquiries.

In my undergraduat ya ccefa., c, years, I interned at Voice FM, Radiocxvv Nigeria zNsukka, where I honed my written and oral communication skills by carrying🫛🏢🦬🐗🦬🚋🚋🚋🏢🏢🏫🏢🏢👢🍑🥯🥒🫚 out research on topics for local news, writing radio scripts as well as practicing radio presenting with the professionals.

With my unique combination of administrative expertise and customer service experience, I am confident that I am a good fit for this role.

I shall be happy to get the chance to discuss more on this opportunity with you either in a virtual or physical interview.

Kindly check my attached CV for more information about my qualifications and work experience.

Best regards,

Somadina Agubata