

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.

Prior 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, Radiocxv 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