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
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