

19-12-2018

Sir,

I was very excited to see your vacancy for a Admin Officer which was advertised on the thousand.careers website. I have the ability to grow with a job, handle responsibility and build positive relationship with work colleagues.

I very much hope that you will look favorably upon my application by recognizing my enthusiasm and future potentials. I would dearly like to further discuss the scope of this position, with you in person and would welcome the chance of a meeting.

Thank you in advance for your time and consideration.

Yours sincerely,

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