House 6, Bagauda Kaltho Crescent,

5th Avenue, Gwarinpa Estate,

Abuja.

24, June 2016

The Managing Director,

Swamp Sea & Soil Ltd

7th Avenue Gwarimpa

Abuja

**APPLICATION FOR THE POST OF SECRETARY**

Dear Sir

This letter is my formal application for your Secretary vacancy which was advertised recently.

I already possess experience of a similar role and have all of the skills highlighted in your job description. This fact alone makes me confident that I will be able to hit the ground running and become an immediate and valuable asset to your company.

Based on the experience that I have gained over the last 3 years with my former employer, I am now well-versed in key administrative processes such as; photo copying, taking phone calls, responding to emails, managing documents, updating spreadsheets, word processing and setting up and maintaining office filing systems.

The attached CV will give more details of my abilities, however what it does not show is my professional demeanour, smart appearance and ambition to be the best at whatever I do. I am a confident and very adaptable individual who has a deep hunger to learn and grow professionally.

I greatly appreciate the time you have taken to read my application.Email: hannycherry01@yahoo.com

Phone: 08033805487

Thank you for your time and consideration.

Sincerely,

Hannatu Bulus