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. Over two years of experience have equipped me with a multitude of skills you’re looking for, and I would like to continue my growth your organization. As an outgoing person with exceptional interpersonal skills and the hunger to learn and grow professionally, I’d be a great candidate to consider for this position.

Throughout my career I have demonstrated for my employers an exceptional facility for meeting organizational objectives and needs. In addition to my administrative and project support skills. I am confident that my skills and others would make me a valuable asset to you and your team.

My resume is attached, detailing my expertise, and I’m looking forward to learning more about this position and what it entails.

 If you agree that my qualifications are a fit to your needs, I would be delighted to be contacted through the following:

Email: hannycherry01@yahoo.com

Phone: 08033805487

Thank you for your time and consideration.

Sincerely,

Hannatu Bulus