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| manalo  |  | | --- | |  | | Email: [manalo.47845@2freemail.com](mailto:manalo.47845@2freemail.com) | |  | |  | |  | |  | |  | | --- | | **HR/accounts administrator** To whom it may concern,  I’m sending this cover letter to express my eagerness to apply for the vacant post in your firm.  I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. My current employer is very satisfied with the outcome of my work, and I am confident that I can bring the same level performance to your company. Beyond that which is already mentioned in my attached resume, I am someone who knows how to set goals and achieve them, and have a proven track record of being able to comprehend, develop & execute strategies.  I consider myself a prolific worker with a solid work ethic who exerts optimal effort to ensure all tasks given to me are completed on time and to the highest standards. Furthermore, I would like to state that I am keen to join a winning team and reputable company where I will be able to develop useful skills that will be of great value to me later on in my career.  I have a vast experience in Finance and HR Administration in United Arab Emirates. Have an excellent planning and organization skills. Communicate fluently, clearly & confidently with respect to both written and oral communication.  Thank you for the time you have taken to consider my application, and I eagerly look forward to hearing from you.  Regards,  **Manalo** | |