

Dear Edwige Pelladeau,

I am writing to you concerning the management assistant position you are advertising. As soon as I saw your posting for an Assistant Manager I knew it was a perfect match for my experience and abilities.

During my experience at Prohuman, I have developed the capability of managing and measuring work in a professional manner. When it comes to being trained on new computer programs I have to say that I am a quick learner. I love to be challenged and to learn new things. Moreover, I have a demonstrated ability to manage office during night shifts, and weekends.

I feel that many of my skills will permit me to be part of this growing company. Another reason for my application is that your company is in the field of do-it-yourself and gardening, an area that I would like to enter. I sincerely hope you will allow me the opportunity to demonstrate this by granting me an interview.

I look forward to hearing from you,

Best Regards,

Tekla Farkas