Dear Sir/Madam,

Greetings…

My Name is Joan Maina, a graduate with a diploma in Cabin Crew, Proficient in Microsoft and Opera System, writing to express my interest with your company,

I am currently working as a receptionist in Metropolitan Hotel Dubai, which I have worked for, for the past two years. I started as a HK coordinator, Phone Operator reliever and now as a receptionist. I am looking to progress to something new, where I can be able to use my Skills, Experience and Education.

I am highly organized and efficient. My communication skills allow me to ensure everyone have understood.

I have enclosed a copy of my CV detailing my work experience and qualifications for your perusal. I would be willing to attend an interview at short notice, and I have a four week notice period to observe with my current employer should things progress.

I look forward to hearing from you soon.

Sincerely,

Joan Maina

0566946497.