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Dear es Salaam
Tanzania

Human Resource Manger
Danvast Career Search
Ikungi Street
Dear es Salaam
Tanzania

23rd, May 2023

Dear Sirs,

I am writing to express my interest in the position of receptionist opening in Zanzibar.. I have more than five years of experience working as a receptionist with two different companies. During my year of experience I have assisted companies by handling both receptionist and administrative work, providing a safe and smooth working place with a positive attitude and a good customer care service.

I am a good listener, punctual, Multitasking and a team player with a great communication and technological skills. I believe during my years of experience I have gained more knowledge and experience which I wish to use them into your organization.

I am hoping my application will be considered.

Yours Faithfully,
A .Samson
Aika Samson.