

PROSPER PATRICK MUSHI

P.O. BOX 77420,

ZANZIBAR

24<sup>th</sup> MAY 2023

Dear Sir/Madam,

RE: APPLICATION FOR A RECEPTIONIST

Refer to the head above, I am writing to express my interest in Receptionist position. I am a candidate of your necessary requirements due to the knowledge I acquire as Bachelor Degree holder in Business Administration, also experienced in Customer services support that I gained with TRA, while I was attending field training, British American Tobacco, while I was working as customer service, sales agent and marketer, also Candy Land as Retail attendant and Assistant Manager at Michenzani Mall Zanzibar, It is my belief that, this new opportunity will be a great change for me to grow both personally and professionally with your Company.

I am a very organized individual who is very strictly in working processes and procedures. Possessing a strong attention to details and accuracy and the crucial ability to function well in fast-paced team environments. I have a confident in nature and my initiative depending on the situation.

It is my hope that I can exceed the responsibilities of the organization and bring positive results to the goals as envisioned.

Thank you for considering my application. I would be very happy to supply any additional information.

Please refer to my attached CV for your perusal,

Sincerely,



PROSPER PATRICK MUSHI.

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