MeryinaJosephat,

P.O.Box Daressalaam,

Tanzania.

04th, June, 2023.

The Human Resource Manager

P.O.Box Dar es salaam

Tanzania.

Dear Sir/ Madam

Ref: APPLICATION FOR ADMINISTRATOR MANAGER.

Kindly refer to the heading above, I am a native Tanzanian who holds a Bachelor of Arts in Development Studies from Kampala International University Dar es salaam Campus. I would like to apply for the position of Administrator Manager at your company. My education background has provided me with skills such as confidence, good communication skills in both English and Swahili, good leadership, hardworking which leads to good performance in any organization, good relationship with people hence forth results in realizing company goals and objectives.

I believe I can work with you in your company as a hard working person to ensure that my work duty goes well and every customers will enjoy my presence. I have an experience of Customer Service and also sales agent from different companies. I handled customers problems and needs through phones during the period of customer service job, and also handle customers needs through face to face conversation during the time of sales agent. So for this experience i know if i will get a chance to participate in this position as a Administrator Manager at your company which delivery created to solve peoples needs or problems by producing gas for home usage and transportation, it will help me gain more knowledge on how to handle customers inquiries and also to make sure i know how to promote company product as well as to assist them on how gas usage on transport is real good for the environment and peoples health.

I would appreciate the opportunity to the interview with Receptionist position. Please find enclosed my curriculum vitae for your review. I can be reached via email at meryinaj@yahoo.com or by phone +255 789336728. I enthuasiatically look forwad to hearing from you soon.

Thank you for your time and consideration.

Your Sincerely

Meryina Josephat.