

Managing people and organizations

[Business](#), [Management](#)



Curriculum Vitae To whom it may concern: I am a female having an origin from Yemen. I was born in the UAE where I grew up, and managed to attain education up to the degree level. I have a degree in Bachelor of Science in Business Administration. The purpose of writing this is to request for an assistant manager task. I am acquainted with the undertaking and duties of an assistant manager, and understand that the job requires responsibility and great leadership skills. I am eligible and competent to take any task at hand; be it the supervision or handling the general complaints of the unsatisfied customers or consumers (Griffin & Moorehead, 2010). I believe that I can also handle the many last minute schedules that pop up at any time.

My hobbies include writing research work and projects, a hobby that I am good at and believe will make a generous contribution if the assistant manager positioned. I have the capability of having many ideas in terms of creation of things and also in business. I can create new ideas and new inventions concerning business. I am also exceptionally good in terms of marketing, and it is my wish that I show you my expertise with the acquirement of this generous position. The assistant manager job is hard as it is and requires supervision, keenness, the ability to coexist, the ability to lead and guide and also the ability to take responsibility for the tasks to be done and those already done.

Thank you.

Reference

Griffin, R. W., & Moorehead, G. (2010). Organizational behavior: Managing

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organizations. Australia: South-Western/Cengage Learning.