

# Essays park



**ASSIGN  
BUSTER**

To Whom It May Concern: I am writing this letter in response to your recruitment advertisement on Student Job Search, dated 18/01/2018 for the position of Office Assistant. I am highly interested in the position as my qualifications and work experiences meet your job requirements effectively. I have previously worked administrative roles for both NZ Math Academy and CBP LTD factory where I took phone calls, managed customer queries or orders, scanning and photocopying documents and more.

Being a University of Auckland scholarship holder and Medical School student I am confident that I possess great organizational skills, an excellent work ethic as well as precision and accuracy when working. Throughout my university degree and volunteering activities I have interacted with people from all walks of life and I believe that I can I will endeavor to perform to my utmost capacity at your office and will prove to be a successful employee for the entire duration of this job. My latest resume has been attached within this application. Thank you very much for going through my application and I hope to hear from you soon. Sincerely, Cindy Lin