

COVERING LETTER



To Whom It May Concern

I am writing to apply for the job of administrator
I have a degree in Higher Technician in Office
Director Assistance from Centre d'Estudis
Politecnics and Higher Technician in
Administration and Finance from Ins la Pineda.

I do not have much experience, but I have done
internships at Grail Cyber Tech as administrator
and at Impacta as customer service.

I am attaching a copy of my CV.

I would be happy to meet you and discuss my
qualifications in person

I am looking forward to your reply

Best Regards

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