

Account Assistant Cover Letter

920 Alisha RueKaryfort, HI 42234-1002

Dear Robin Beer,

In response to your job posting for account assistant, I am including this letter and my resume for your review.

In the previous role, I was responsible for office coverage and reception to visits of the Office of Accessibility Resources and Service office.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Proven negotiator that always looks to close the deal
- Target-focused, high-energy, entrepreneurial self starter
- Willing to work under pressure with different stakeholders
- Knowledge of Hong Kong geographically and socially
- Fluent in Cantonese and English verbal and written communication skills – extremely clear and tactful
- A genuine interest in retail and commercial property
- Make travel arrangements- domestic and international
- Excellent knowledge of MS Office especially Excel and PowerPoint

Thank you for considering me to become a member of your team.

Sincerely,

Marion Simonis