**Arnora Balidemaj**

 (917) \*\*\*- \*\*\*\* — arnorabali124@gmail.com

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October 4th, 2020

Name

Position

*Email*

Dear Hiring Manager (*name*):

I am writing to express my interest for Human Resources Recruiter position posted on LinkedIn on October 3rd, 2020. It would be an honor to have an opportunity to join your team and I believe that it would be a prodigious opportunity to refine my skills in a new working environment. I will be obtaining my baccalaureate degree in The Business and Technology of Fashion in the Fall of 2020 from The New York City College of Technology and plan to attend graduate school to further my education and professional experience.

In consonance with my enclosed resume, I am a fast learner with relevant experience and skills and am eager to advance my career. I have four years of professional experience in customer service and three years of professional administrative experience. In my previous positions as an administrative assistant and maitre’d I have built strong proficiency in MS Office software, strong organizational skills, excellent written and verbal communication skills, and analytical skills. I am detail-oriented with the ability to multi-task, work well with others and able to meet deadlines for time sensitive projects while working in a fast paced environment.

As a part of my current role at Rio’s Law Firm as the Executive Assistant, I am responsible for managing the front desk area while performing administrative, human resources, and analytical tasks. I am particularly valued for my ability to multi task and my ability to quickly learn and adapt to different functions that I am faced with daily.

I would appreciate an opportunity to further discuss the position, my skills and what I can offer the company in further detail. Thank you for your time and consideration.

With regards,

Arnora Balidemaj