

image not found or type unknown



Moscow

Lenina St, 138-15

Antony Smith

Director, Educational center "X"

Lenina st, 140, office 20

15.03.2020

Dear Mr Smith,

I'm writing in reply to your advertisement for employees in your educational center.

I'm interested in working as a coordinator of the scientific Committee of your center.

I'm currently working in the team of organizers of medical conference and also studying languages in the University. Before that I worked as an anesthesiologist in a State Clinic "Y" for ten years. During that time of working as a doctor, I have an experience of working as a lecturer for students for three years.

I speak fluent English, intermediate Spanish and elementary Hebrew.

I believe I have the right qualities for the job because I know many well-known doctors of different specializations, that could be invited to give lectures and master-classes within your educational programs. I also have some ideas of making some new courses and integrate them in your programs.

I'm punctual, responsible and sociable, can work well in a team, also I have leadership qualities.

I have some questions about the work. Please, send me an information about schedule of work - how many hours should I stay in office and is there a possibility of remote work from home? How many hours does the work day last? Also, I would like to know is there some benefits package for the employees in the center?

I look forward to hearing from you.

Yours sincerely,

Alex T.