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I'm writing to apply for the administrator position advertised in the Work and Travel Company. As requested I enclosed my resume, certification, a completed job application and two references.

The role is very appealing for me, and I believe that my good knowledge of English language and nice communicative skills make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

- I strive continually for excellence and improving my English skills - it will be easy for me to talk to foreign partners and clients.
- I am an organized and responsible person, I do everything on time.

I have graduated from the university five years ago with the bachelor`s degree, and I have already got some experience, working as an administrator in a school of foreign languages for 3 years, dealing with papers, people`s appeals, calls, and plans for studies. I also have got skills in speaking English, living in the USA for one year.

I also would like to ask some questions regarding your company and work there:

- Has the company got any conditions for workers like a kitchen, a gym or a resting room, for example?
- How many times per year workers are allowed to take a leave?
- Does the salary depend on the quantity of working hours?

I can be reached anytime via email at [mariyadyakonova@gmail.com](mailto:mariyadyakonova@gmail.com) or by cell phone, 9880254310.

Thank you for your time and consideration. I look forward to speaking about this employment opportunity

Sincerely,

Mariya Dyakonova