

Dear Hiring Team,

I am writing to express my interest in joining your organisation. I am currently pursuing my Bachelor's Degree in Business Management & Leadership on a part-time basis, which allows me the flexibility to commit fully to a full-time role. I am now seeking a position that offers stable and structured working hours, enabling me to balance my studies while contributing consistently and effectively within a professional environment.

Throughout my experience, I have developed strong customer service and administrative capabilities that I believe would add value to your team. I have provided high-quality support to customers, ensuring quick and effective resolution of inquiries, while maintaining an excellent response rate. My ability to build and maintain strong client relationships has been strengthened through clear communication, active listening, and a solutions-oriented mindset.

Main Strengths:

- Customer Service Excellence
- Problem-Solving & Conflict Resolution
- Communication & Active Listening
- Critical Thinking & Decision Making
- Strategic Thinking & Adaptability
- Fluent in English and French

Your organisation's focus on innovation, collaboration, and continuous improvement strongly appeals to me. With a proactive attitude, strong organisational skills, and a commitment to learning, I am confident in my ability to support your operations and contribute meaningfully to your team. Thank you for considering my application. I look forward to the opportunity to bring my skills, motivation, and commitment to your organisation while growing professionally within a stable and supportive environment.

Warm regards,

Anshwarya Ram