Polina Poluyko

Johannisstr. 9/11

90419 Nürnberg

(0176)-830-31458

[polina69@gmx.net]

Dear Sits/Madams,

I am applying for the entry level Team Assistant at Excelsius-medical Inc.

I have over 12 years of working experience in similar roles. It will be a big step in helping me to achieve my career goal by allowing me to gain valuable field experience to enhance my skills.

My experience includes performing administrative duties such as answering phones, emails and all other correspondence. It also includes planning and scheduling team meetings, making travel arrangements and keeping the database updated. Writing reports, creating documents, sending out memos and keeping track of and ordering office supplies were also my responsibility.

I am dependable, trustworthy and have the confidence to handle many of the duties so the team leader has more time to address other important issues in a timely manner. I have the knowledge and skills to represent your team to the public and the ability to help create a positive image for the team. I possess strong communication, analytical and problem solving skills needed to find working solutions for any conflicts or problems that arise.

I have the knowledge to be good at my job and the leadership skills to supervise a team but I also possess a good, friendly demeanor that helps me to fit in most anywhere and with all types of people. I know how to approach the staff in a way that encourages team.

I am looking forward to hearing from you soon and my contact number is (0176)-830-31458.

Respectfully,

Polina Poluyko

Enclosure: Resume