Tracy Narawen

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Central Province

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8th September 2021

Bismark Maritime Office

P O Box 750

Lae, Morobe Province

 **Attention to: Human Resource Department**

**Dear Sir / Madam**

RE: Expression of interest for the Position of Officer Receptionist, Job ID # 12185 that was posted on 7/09/21 via source [www.pngworkforce.com](http://www.pngworkforce.com)

I am writing in reference to the above subject within your prestigious organisation.

 I completed a business and entrepreneurship training recently with City Mission PNG and have shown potential in my career path, successfully attaining a Diploma in MANAGEMENT with theoretical skills and much knowledge in the field of Office Administration. I am eligible to work as; semi-permanent, full time or as a casual request for an opportunity.

With a greater desire, willingness, passion to learn new things and come up with the demands of today's working environment, I am confident with the experience, skills and knowledge gained through such training. I believe in myself that I have the ability and a comprehensive understanding of the full life - cycle of development and meeting the expectations and the overall requirements of the position given so as to achieve the vision as a whole. I am very eager and interested in investing my skills and knowledge within your company.

Please see attached resume and other legal documents for proof and consideration and I can be contacted for further details on my mobile #70576430/7620 7763 or email me on narawentracy@gmail.com

 Thank you in viewing my application as I look forward to your favourable response upon my application.

 Yours Faithfully

 

Tracy Narawen (Ms)