**Mohammed Irfan**

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7th May 2024

**Re: Assistant Site Manager position,**

Dear Hiring Manager,

I recently came across the Assistant Site Manager advertised online and noticed that my skills and experience are a great match.

Skills that I offer include dedication, problem-solving and time management. I work hard and work well with others, but I also have the independence and self-motivation to complete clerical work with minimal supervision. My fundamental abilities include:

• Management
• Communication
• Leadership

What I lack in experience, I can make up for with my tenacity and enthusiasm for learning new things. Given the opportunity, I will quickly prove how valuable I can be to your team.

I appreciate you taking the time to evaluate my suitability for the open position and hope to speak soon for a phone chat or to set up an interview.

Kind Regards,

Mohammed Irfan

