



LARA AMAIREH

ADDRESS

Amman, Jordan

PHONE

0781777718

E-MAIL

Loloamaireh60@gmail.com

MARITAL STATUS

Single

DATE OF BIRTH

09/07/1995

COVER LETTER

Dear hiring manager,

A self-made and highly ambitious personality with a Bachelor's Degree in Business administration at Al Balqa Applied University. I'm looking for a job opportunity to work with a respectable firm where I can build my career path and achieve company objectives.

During my experience, I was able to learn many practical skills and knowledge such as the ability to design annual plans by relying on studying market requirements, following up on customer requests, the ability to define strategic sales goals, and the ability to set and control sales prices, by following up on the competition with other companies. Moreover, I can afford professional advice to employees, merchants, and customers and maintaining the enhancement of the collective effort in the sales department by supporting the role of cooperation between all employees to achieve special goals at work.

Furthermore, I have other abilities that consist of strong memory, memorization skills, customer service, problem-solving and decision-making skills, the ability to work individually and within a team, and the ability to work under minimum supervision.

To sum up, I would like to thank you for taking the time to read my cover letter and CV. I believe I can contribute positively to your company and provide high-quality services, and I hope to be a part of it.

Yours Faithfully
Lara Amaireh



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LANGUAGES

ARABIC

Native language

ENGLISH

Very good

ABOUT ME

Highly ambitious and motivated personality, persevering and aspire to work efficiently to improve my skills and work to acquire new skills. I`m looking for a job opportunity to build my career, improve the performance of the company and to increase it efficiency.

EDUCATION

9/2015 - 2/2019 Al Balqa Applied University - Salt, Jordan
Bachelor`s Degree in Business Administration
GPA: 3.07 out of 4

WORK EXPERIENCE

9/6/2020 - Present Enjaz - Amman, Jordan
Job Title
9/6/2019 - 9/6/2020 Special Number - Amman, Jordan
Social Media Specialist
9/3/2019 - 9/6/2019 Shams Housing Company - Amman, Jordan
Advertising Marketing
9/9/2018 - 9/3/2019 Toronto consulting Immigration - Amman, Jordan
Data Entry

PERSONAL SKILLS

- * Ability to learn new tasks quickly.
- * Verbal communication and listening skills.
- * Planning and organizational skills.
- * Responsibility, honesty and loyalty.
- * Attention to all details.
- * Adapt to surrounding conditions quickly.

COMPUTER SKILLS

- * Microsoft office tools.
- * Fast typing skills.
- * Photoshop.
- * illustrator.