



Lee Grant Ontong

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Hiring Manager,

Thank you for the opportunity to apply for the administration role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working professional who has been consistently praised as adaptable by my co-workers and management. Over the course of my 9-year career, I've developed a skill set directly relevant to the administration role you are hiring for, including data capturing, meeting planning, and back office operations. Overall, I have consistently demonstrated creative thinking, teamwork, and leadership abilities in every aspect of my Admin clerk role at open learning group, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborate on how my specific skills and abilities will benefit your organization. Please contact me at (065) 943-1136 or via email at grantlee591@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon

Sincerely,

Lee-Grant Ontong

Preferred occupation

Data captureurs

Administrative jobs

Preferred work location

Johannesburg

Gauteng

Contacts and general information about me

Day of birth

1987-02-21 (37 years old)

Gender

Male

Residential location

Johannesburg

Gauteng

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
[Sign in](#)

Additional information

Salary you wish

13000 R per month