

Write a Cover Letter or Letter of Application to answer to the following Job Adverts:

1.

Administrative Assistant

British Import / Export Company is looking for an Administrative Assistant.

- Responsibilities include:
 - Providing a back-up service.
 - Dealing with correspondence.
 - Maintaining and organising files.
- Experience and skills required:
 - Experience of office administration.
 - Knowledge of Microsoft applications.
 - Well-organised and efficient.

Salary £15,900- £16,400 p.a.

2.

Hotel Receptionist

Wanted full-time receptionist for a 5-star hotel in Manchester.

- Duties include:
 - Checking guests in and out.
 - Dealing with enquires.
- Job requirements:
 - Two years' hotel experience.
 - Excellent communication skills.
 - Computer literate.
 - Knowledge of Spanish or French.

Must be prepared to work shifts:
7am to 3pm, or 2.30pm to 11pm.

Annual salary: £16,500 + OT

Apply with CV and cover letter to Sue Dean, Box 023 Manchester.

3.

Personal Assistant to Director

Location: Central London.

Contract: Temporary.

Pay: £ 15.00- £17.00 per hour + 28 days leave.

International oil and gas company is seeking PA to support busy Sales Director.

- Duties include:
 - Making International travel arrangements.
 - Arranging meetings.
- Requirements:
 - SOLID PA experience (5 years) – ability to work under pressure.

- Initiative.

Arabic (C1) essential, Spanish desirable.

This is a long-term temporary job of at least 12 months.

4.

Wanted Warehouse Apprentices.

For a distributor and stockist of valves for industry and shipping.

No previous experience necessary. Full 12-month training towards a professional qualification in Warehousing and Storage will be given, with on-the-job assessments every 4-6 weeks.

- Main tasks and duties:
 - Unpacking and checking of goods.
 - Packing goods for despatch.
 - Inventory and stock control.
- Skills required:
 - Numerate and computer literate.
- Personal qualities:
 - Ability to work alone and as part of a team.
 - Flexible and able to think on one's feet.

Future Prospects:

The company has a tradition of employing successful apprentices.

Wages: £129.50 per week.