

NOTE:

As a recent graduate and a candidate with no prior professional experience, I would like to acknowledge that I do not have a performance rating to provide. However, I believe that my strong academic background, transferable skills, and enthusiasm to learn and grow in a professional setting make me a valuable candidate for the position of Administrative officer. I am confident that my dedication, work ethic, and commitment to excellence will enable me to excel in this role. I am eager to contribute to the success of Organization and look forward to the opportunity to prove my capabilities.