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Cover letter

Dear sir or madam,

I read with interest information about your company and working environment in the company. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your company.

As my resume indicates, I possess more than 5 year of good experience in the management of the company. My professional history includes position such as Secretary General at association Latvian fencing federation as well as Deputy Head at Ltd Megonika. Most recently, my responsibilities as Secretary General at association Latvian fencing federation and Ltd Megonika matches the qualification's you are seeking. As the Secretary General and Deputy Head, my responsibilities included almost all responsibilities which are similar to ones stated in the job posting. I organize and ensure work of the federation with annual budget preparation and monitoring in total of 15 members and more than 30 employees. My board members also relied on my ability to excellent management and communication skills.

As a person I am hard working, always take responsibility, I like challenges in professional and personal areas. I start my working day at 7 am in the office, which allows me to plan and prioritize my daily duties. Usually, I am finishing my day at 6 pm or if necessary longer.

At the moment I started to search for new professional challenges, which will help me develop and upgrade my skills. I am ready to business trips.

I have attached my resume for your review and I look forward to speaking with you further regarding your available position.

You can reach me any for you acceptable time.

Sincerely,
Arturs Klenders