

Maëlle DIGAT,  
My Copy Média,  
9 allé du levant  
66140 Canet-en-Roussillon

Kenza LAWSON  
Street Molenbeek  
33, 1000 Brussels

I'M WRITING TO YOU IN RESPONSE TO  
YOUR AD

I WOULD LIKE TO APPLY FOR YOUR SEARCH  
FOR AN ASSISTANT TO ASSIST LAWSON  
KENZA AS A BUSINESS MANAGER.

I ENJOY BEING IN CONSTANT CONTACT  
WITH MANAGEMENT, EMPLOYEES AND  
CLIENTS, I HAVE GOOD INTERPERSONAL  
SKILLS AND I AM AN EXCELLENT  
COMMUNICATOR.

I HAVE EXPERIENCE IN WELCOMING  
CLIENTS, MANAGING THE CASH FLOW AND  
ACCOUNTING OF THE SME, PREPARING  
FILES AND DECISIONS FOR THE BOSS OF  
HIS SME.

I AM FLEXIBLE, HONEST, ORGANIZED,  
CURIOUS AND UNCOMPROMISING.  
I AM AVAILABLE FOR AN INTERVIEW EVERY  
DAY AFTER  
16H00.

YOURS SINCERELY  
MAËLLE DIGAT.