

Adnan Fattal

Dear UNOPS staff,

I am writing in reply to the classified advertisement seeking for suitable people to inhere the following required job title (**Operation Specialist**).I believe that I have long-time teaching experience, the necessary qualities, skills and abilities for the announced post. As a person, I am thought to be as an organized, hardworking, knowledgeable, and fast-learner person. I can be also described as analytical and innovative. I am advanced in both English and Arabic and have good commands of using computer programmes such as Office Package and internet programmes.

Being an MA holder in teaching and education, I believe that my educational background, pedagogical skills, maturity, and practical experience in my works are all strong reasons to make me interest in this Organization. On top of that the position increased my ability of team work as well as to have better leadership qualities and also makes me treasure the importance of reporting and saving all data. I am dedicated to helping you achieve your highest goals on time and on budget.

Joining UNOPS will pave the way for me to develop myself and skills on the long term and to give the community the best of what I have. I have no travel limitation and can be assigned to any mission or office when required.

I welcome any discussion on how my skills can be value to be a member of UNOPS if you are interested to know more about me please note my enclosed CV, and please do not hesitate to contact me at any time for any further enquiries.

I look forward to hearing from you soon.

Highly appreciated are your time and concern.

Yours faithfully,

Adnan Fattal