

XANTHE LITHGOW

LETTER OF INTEREST

Xanthe Lithgow
+(256) 772 327 213
debeerxanthe@gmail.com
Jinja, Uganda

Good day to you,

I am a British citizen born in Malawi. My high school education was completed in Pietermaritzburg, South Africa and I achieved a secretarial diploma in Harare, Zimbabwe. I then returned to Malawi where I have lived and worked since. My daughter is now an adult, completed her education, and has moved to the UK. As such, I am now ready to embark on a full-time and challenging career. I am a challenge-driven person, love learning new things, and meeting new people.

I am an administrator with 20+ years of working experience in Africa in a variety of companies offering diverse services and requiring assorted skills. I am skilled in problem evaluation, resolution, and implementation. I also have experience in customer service and HR. I would say that I have great organizational abilities, pay close attention to detail, and have good personal and social skills.

I am a quick learner of new systems and procedures, have a good work ethic and am a strict believer of time-keeping and time-management. I work well with deadlines and always push myself to achieve results to the highest degree possible. When it comes to reporting I believe that accuracy is key, however, I also have a creative flare which proves useful when it comes to presentations.

I am looking forward to a future career where I can bring a positive, focused approach to my work with the aim of achieving the best results possible.

I look forward to receiving your positive interest in my application and can be available for an interview at your discretion.

Yours faithfully,



Xanthe Lithgow