**Cover Letter:**

**SONIKA GROBBELAAR**

**To whom it may concern:**

I am a well-mannered and friendly woman who wants to pursue a career and not just a job.

I would describe my personality and skills acquired from past experience as follows:

* Communication skills. I believe effective communication is the foundation of executing a job successfully.
* Deadline orientated.
* Good at prioritizing duties.
* Have a passion for working with people.
* I am a team player and I get along extremely well with people on all different levels, various backgrounds and cultures.
* Energetic.
* Self-motivated.
* Exceptional at organizational skills.
* I am a problem solver, I try to find solutions and put preventative actions in place.
* I see the positive in everything and embrace challenges as a life lesson.
* I strive to learn something new every day and apply new knowledge to areas that need improvement.
* Time limits and turnaround times are part of my priority list.
* I have brilliant listening skills. This is the corner stone of being able to understand various situations and to build sound work relationships.
* I am a quick thinker and I am able to come up with innovative ideas that save time and lead to a more efficient working environment.

Personally: I enjoy walking and spending time with my family. I love the outdoors.

For any further information please see my CV.

Regards,

Sonika Grobbelaar

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