

Mr. [Hiring Manager's Name]  
XYZ Manager Position  
XYZ Company Name, Inc.  
XYZ Company Full Address

Dear Mr. [Hiring Manager's LastName],

Thank you for taking the time to review my resume. I am interested in the Coordinator position advertised on ABC. My resume is enclosed for your assessment. Given my related experience and excellent capabilities, I would appreciate your consideration for this job opening. My skills are an ideal match for this position.

Your Requirements:

- \* Responsible for evening operations in Student Center and other facilities, including managing registration, solving customer problems, dealing with risk management and emergencies, enforcement of department policies.
- \* Assists with hiring, training, and management of staff. Coordinate statistics and inventory.
- \* Experience in the supervision of student staff and strong interpersonal skills are also preferred.
- \* Experience in college programming and management.

My Qualifications:

- \* Register students for courses, design and manage program software, solve customer problems, enforce department policies, and serve as a contact for students, faculty, and staff.
- \* Hiring, training, scheduling and management of staff, managing supply inventory, and ordering.
- \* Extensive experience in collegiate programming and management.
- \* Excellent interpersonal and communication skills.

I hope you will find that I am qualified for the position you are trying to fill. Please let me know, If I can provide you with any further information on my background and qualifications. I appreciate your taking the time to review my credentials and experience. Again, thank you for your consideration.

Sincerely,

Soufiane Karoui

# Soufiane

# Karoui

Toulier.Réparateur En

Carrosserie

Peinture.

Pirmer B



## Contactez moi

+212600103363

soufianekaroui01@gmail.com

City Mabroka Derb  
Sania Rue 34 Ne 49  
Casablanca  
Casablanca ,Maroc

linkedin.com/karoui  
soufian

karove\_sofidinho@hotmail.com

## Les

### compétences

polyvalence. bonne  
expérience. capacité  
rapide d'adaptation et  
d'assimilation

## Les langues

Français. english

## Intérêt

Music, Travelling



## Résumé

Je suis un homme sérieux je chercher un travail pour améliorer mon situation familiale



## Éducation

2007 - 2008 Lycée El mokhtar Sousi | Niveau Bac  
Niveau Bac science expérimentale

2007 - 2008 Centre De OFPPT | Formation De  
Deplome dr réparateur en carrosserie  
Formation dans ofppt de réparateur  
en carrosserie

2008 - 2009 OFPPT | Deplome de réparateur en  
carrosserie Peinture  
Deplome de réparateur en carrosserie  
|



## pirmer B

2009 - 2010 Fiat Ital Car | Toulier.Réparateur En  
Carrosserie Peinture  
Ouvrier au sein de l'tablissement  
FIAT ITALCAR

2010 - 2014 Société LEONI WIRING système  
BOUSKOURA S.A Société De Cablae  
Électrique | Ouvrier Filest  
Compositeur  
Travail 2ans dans société leoni sous  
contrat ANAPEC et 6mois sous  
contrat CRIT



## Projets

2015 - 2018 Garage El Idrissi | Atelier De  
Carrosserie  
Ouvrier de l'atelier de carrosserie el  
idrissi