

MABEL PEACE UKPAI

Alh. Adebisi Street, Hillview, Ogudu GRA, Lagos, Nigeria
+234 806 587 3674 | Mabelukpai.p@gmail.com

COVER LETTER

Dear Hiring Manager,

I am writing to express my interest in opportunities within Marketing, Administrative, or Customer Service roles within your organization. With hands-on experience in brand promotion, customer engagement, and office support, I bring a strong work ethic, excellent communication skills, and a passion for delivering value in professional environments.

During my time at ALAT by WEMA Bank, I supported marketing campaigns, engaged customers directly, assisted with administrative documentation, and contributed to brand awareness initiatives both on-ground and digitally. This experience strengthened my ability to multitask, communicate effectively, and maintain a customer-first mindset while working collaboratively with teams.

I am highly organized, dependable, and eager to contribute positively to your organization's goals. I am confident that my versatility, attention to detail, and commitment to excellence would make me a valuable addition to your team.

Thank you for considering my application. I would welcome the opportunity to further discuss how my skills and experience can support your organization.

Yours sincerely,
Mabel Peace Ukpai

CURRICULUM VITAE

Professional Summary

Versatile and results-driven professional with experience across marketing, administrative support, and customer service. Skilled in brand promotion, customer engagement, office administration, and content creation.

Work Experience

Brand Ambassador / Marketing Intern – ALAT by WEMA Bank (2018–2020)

- Promoted products and services through direct interaction and digital platforms
- Assisted with content creation and event marketing
- Engaged customers and handled inquiries professionally
- Supported administrative documentation and reporting

Education

B.A. Russian Language – University of Lagos

Diploma in Phonology – Ivanovo State University, Russia

Skills

Marketing & Brand Promotion, Customer Service, Administrative Support, Social Media, Microsoft Office

Languages

English, Russian, Igbo, Yoruba