

16 September, 2018
The Managing Director
Staff India.
Sylhet-3100.

Subject : Application for the post of **“Virtual Assistant”**.

Sir,

In response to your advertisement published in “ Thousand Careers”, inviting application for the post of **“Virtual Assistant”**. I have the honour to offer myself as a candidate for the said-post. I am enclosing my resume and photograph with my letter.

I, therefore, pray and hope that you would be kind enough to appoint me to the post and oblige thereby.

Yours truly,
Mahbub Hassan