

Date: 08-07-2019

Hiring Manager  
Coppertech Industries Ltd.  
Sylhet.

Dear Sir,

I am very interested in applying for the claims adjuster position you advertised on Thousand.carrie website. My qualifications and experience match your specifications almost exactly. I believe that I have the right combination of skills, experience & knowledge to not only make me an ideal candidate, but also a real asset to your company.

Therefore, I request you to kindly consider me eligible for the job promotion. This will help in increasing my confidence level, and I will take my company to greater heights. I would appreciated a job interview at your earliest convenience.

In closing, I would like to thank you for your time and consideration. And i hope you will consider my request and give me a promotion. I look forward to having a positive response from you.

Please take a moment to review my attached documents.

Yours sincerely  
Sultan Ahmed