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August 4, 2019

The CEO

Amarbazar Ltd

Sylhet-3100, Bangladesh

**Subject:** Application for the post of an Admin Officer

Respected Sir,

In response to your advertisement published in “**thousand.careers**” on August 1, 2019, I would like to apply for the post of **Admin Officer** in your reputed organization. I have completed my **Bachelor of Science in Computer Science and Engineering** at Leading University, Sylhet, Bangladesh. Actually, I am looking for this type of job and I believe that you will find me a suitable candidate for this post.

I look forward to hearing from you and hope that you would be kind enough to call me for an interview.

Yours sincerely

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Jahura Jannat Chowdhury

Date: 04-08-2019