

Date: 1st March, 2018

To,
Staff India, Sylhet
Subject: Application for the Post of Content Writer.

Dear Sir,

In response to your recent advertisement inviting applications for the post of “Content Writer” that has been published in 7th February at www.thousand.careers.com. I want to offer myself as a candidate for that post. I was looking for such a post in such a renowned organizations like yours. I have completed my post-graduation in Public Administration from Shahjalal University of Science and Technology, Sylhet -3114, Bangladesh. I have basic knowledge on human resources management, project management, financial administration, good governance and administration .In addition, I have IELTS score 6.5(no section less than 6).

I believe working in a reputed organizations like yours will provide me excellent opportunity for my career growth as a Content Writer. I am confident that I can perform that job effectively and efficiently. And also I prove myself to be a valuable asset for your organization through my dedication, sincerity, and honesty. I would request for an interview at your convenience. If you need any other information from me, please let me know.

Yours Faithfully,



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Apu Deb