

13<sup>th</sup> March, 2019

Human Resource Manager  
Staff India  
Uposhohor, Block-A  
Sylhet, Bangladesh

Dear Sir or Madam,

This is in reference to the Virtual Assistant position that was posted in Thousand Careers. My name is Sydea Fatema Jannat and I am writing to express my interest in this position.

I have completed my undergraduate at Bachelors of Business Administration (BBA), majoring in marketing from Shahjalal University of Science And Technology (SUST). I have an internship experience as a market analyst at IDP Education, Sylhet and more than two years of experience as a content writer and event organizer at SUST Model United Nations club. I have participated in many national Model United Nations conferences in my undergraduate period where the sole communication medium was English and research, leadership, communication, and negotiation skills were must for achieving an award. These experiences have ameliorated my leadership, negotiation, and communication skills. My passion and dedication towards my duties helped me to achieve awards in four out of the five national conferences. My experience as organizer of a national conference and as the delegate of five conferences reflects my hard-working capability as well as my strong negotiation, leadership and communication skills.

Now I am looking forward to an opportunity where I can develop myself with growing responsibilities. Staff India is one of the leading outsourcing companies in Sylhet that targets small and medium business organizations, have encouraged me personally to be a part of this organization and if selected for the position, I will work with full responsibility and sincerity to add value to your organization.

I hope that my given experiences and skills will reckon me as a suitable candidate for this role. I am deeply humbled for the opportunity to apply for this position and looking forward to hearing from you. Should you require any further information, please reach out to me at +8801756585464.

Thank you for your consideration.

Yours Sincerely,  
Syeda Fatema Jannat