

SHAMSUZZAMAN MUBIN

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Dear Hiring manager,

Thank you for the opportunity to apply for the “Junior Sales and Marketing Executive” role at your company. After reviewing your job description it’s clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hardworking recent college graduate (4.08 GPA, Science) from Beanibazar Government College. During the course of my academic career, I am also managed to accrue nearly 4 months of work experience. I had the privilege of working for Till Rolls Call Centre in an online marketing executive role in my free time where I learned valuable professional skills such as customer communications, retentions and satisfactions. In both my academic and professional life, I have been consistently praised as result-oriented by my professors and peers. Whether working on academic extracurricular projects, I apply proven multitasking, creative thinking and problem solving skills which I hope to leverage into JUNIOR SALES AND MARKETING EXECUTIVE role at your company.

After reviewing my resume I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organisation. Please contact me at 01786109603 or via email smubin125@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration and I look forward to hearing from you soon.

Sincerely yours

Shamsuzzaman Mubin