

Sumi Akther

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3 July, 2019

Manager

Thousand Careers

House 1, Block A, Road No: 12, 6th floor

Shahjalal Uposhahar, Sylhet-3100.

Sub: Application for the position of Intern in Thousand Careers.

Dear Sir/Madam,

As a highly motivated and dedicated student with strong communication and interpersonal skills, I am very interested in working with your company. I believe that my education and other experiences make me an ideal candidate for the position. Given the skills and experience outlined in my enclosed resume, I believe I will be a worthy asset to your team.

As a student, I have been extensively involved in affairs at the university, which has allowed me to develop strong interpersonal skills. My involvement in various events, curricular and extra-curricular, has allowed me to work closely with my peers while supporting the university community as a whole. Participating in various workshops have helped me to learn new dimensions.

These experiences have allowed me to develop strong time management and organizational skills, which I see as being very important when seeking to internship.

I shall be pleased to provide any further information you may need and hope that I would be given the opportunity of an interview. Thank you in advance for your time.

Yours faithfully,

Sumi Akther

Attachment:

1. Curriculum Vitae (CV)