

COVER LETTER

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RE: Application for Data Entry Operator

Dear Concern,

Staff India as well as it's executives are quite friendly which I've known by my friend who works there. When I saw that you are hiring a data entry operator for which I've consider myself fully competent, any second thoughts didn't come to me before applying here.

As a student I have been extensively involved in my university community, which has allowed me to develop strong interpersonal skills. My involvement in various events, including various school campaigns, national and international workshops in university campus has allowed me to work closely with my peers while supporting the university community as a whole.

Also I have the necessary computer skills mentioned in my resume and most importantly I'm a fast learner. So, I can commit about learning the company's internal thing within my training period.

These experiences have allowed me to develop strong time management and organisational skills, which I see as being very important when seeking to work in casual employment while continuing to study.

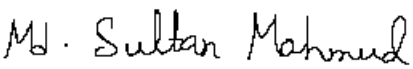
Personal attributes that I believe make me suitable for this position include:

- **Motivation:** Volunteer participation and academic results demonstrate high motivation.
- **Communication:** Involvement in school campaigns, national and international workshops has allowed the development of communication skills.

I am aware that you will receive a large number of applications, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

I believe that I have a lot to offer to you under this post. I am keen to develop my professional skills and look forward to discussing my application with you at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time.



Md. Sultan Mahmud