

Chinmoy Bhattacharjee

52-alpona, Debpara, Shibgonj, Sylhet.
Phone: 01717023839/01673667743.
Email: clickchinmoy@gmail.com

October 31, 2018.

Staff India, Sylhet.

Subject: Application for the position of "**Virtual Assistant**".

Dear Sir,

In response to your job advertisement published in your website, I would like to apply for the position of "**Virtual Assistant**".

I understand from your advertisement that your organization needs young and dynamic people for working in this post.

I have got my BSc. degree in Electronics & Telecommunication Engineering from Metropolitan University in 2011. After that, I have also worked with a multinational ISP company QUBEE, for more than four years. I believe working in a reputed organization like your one will provide me excellent opportunity for my career growth in the area of service sector.

I am confident that if provided the opportunity to serve your organization, I will prove myself to be an important asset for your company through my dedication, sincerity and highest level of professionalism.

I would request for an interview at your convenience. For any query, you can reach me at my cell 01717023839/01673667743. You can also Email me at clickchinmoy@gmail.com

Thank you for your time & consideration. I look forward to hearing from you.

Yours truly,

Chinmoy Bhattacharjee

Enclosure:

1. Curriculum Vitae