

Date: 29.08.2019

To

The Chairman/ Head of the Office

Staff India in Sylhet, Bangladesh.

Sylhet

Subject: Application for the post of a Virtual Assistant Call Support.

Dear Sir,

The advertisement of the thousand careers at the date of 18/06/2019 you are looking for the post of Virtual Assistant in your office I would like you to consider me for the position as a competent candidate. I have good analytical ability, motivate other, quick learner, its knowledge and also I am good in English. I have ability to perform job which encounter challenge & do job under pressure & also capable to work independently. I have completed my graduation under the Bachelor Of Business Administration (BBA). A field in general from of detailed CV is attached here with photographs for your kind consideration.

I am working as a Trainee Sales Executive with IFIC Bank Limited. Though my background doesn't similar with this job but my career goals and objectives seen to match your job responsibilities well. I am confident that I can perform the job effectively. Furthermore, I am generally interested in this position.

I hope you will consider my request for a personal interview to discuss further my qualification and earn more about this opportunity and feel free to call me at 8801723719913.

Thank you for your consideration.

Sincerely yours.

Moudud Hussain Sawrov