

13 September 2018

To

The Register/Head Master

Sylhet International School & College.

House no - 01 (Fifth Floor), Road no - 12, Block - A

Shahjalal Uposohor, Sylhet.

Subject: Job Application for the post of "Computer Operator".

Dear Sir,

I am submitting my application to show my eager concern for the position of **"Computer Operator"** currently available within your school. I saw the advertisement in online job news portal **"Thousand Career"**. I am sure that my skills and experience will prove beneficial to your school. I have enclosed my resume with this letter that will give you detailed information about my work experience and educational background.

I have worked as computer operator for the last 3 months with Al-Amin Pharmacy and I am aware of the new skills and technology used. My key role in the company was to maintain stock & cash by the C & E pharmacy management Systems Software.

I would be glad if we can meet up for a follow up interview and discuss on this in details.

Thank you so much for reading my letter.

Yours sincerely,

(Faijul Islam)

Attachments:

1. Resume.
2. 2 copy's Passport size photo.
3. National ID card's photo copy.