

13th April, 2018

To
The Director
Staff India
Sylhet, Bangladesh.

Subject: Application for the post of Virtual Assistant.

Sir,

I have seen in the thousandcareers.com that Staff India is looking for candidates for several vacant posts. I would like to apply for the post of Virtual Assistant.

I have done my B.A (Honors) under the department of English Literature & Linguistics from Leading University, Sylhet in 2016. I also have eight years' experience of IELTS Teaching. At present I am working in Al Haramain Hospital Pvt. Ltd. as an Executive under the Department of Administration. I have enclosed my resume with this letter which you can go through for further details about me.

I hope that after going through my application you would be able to find the right candidate for the job.

I would be waiting for your call for the interview.

Thanking You,

Yours faithfully,
Irtiza Shahriar Chowdhury
Mobile: 01715274027