

To
The HRM
Jennys
Sylhet

Sub: Application for the post of Receptionist

Dear Sir/Madam,

In response to your job advertisement. I would like to apply for the position of Receptionist. I am happy to inform you that all the criterion of the circular matches my qualification. Apart from this, I have some other traits – integrity, sincerity, keenness to learn, work under pressure situation, easygoing with responsibilities, strong persuasion ability- that may turn helpful for your organization.

I believe an interview at your convenience will help me present myself with more.

Sincerely Yours,

Masum Ahmed Chowdhury