

## COVER LETTER

Mithu Chandra Das

mithondas2348@gmail.com

01647293676

08-15-2019

Hiring Manager,  
Management Inc, 726 52nd Pl.,  
Los Angeles, CA 90182

Dear Hiring Manager,

I'm applying for a office assistant position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Mithu Chandra Das



# Mithu Chandra Das

## Contact

- ✉ mithondas2348@gmail.com
- ☎ 01647293676
- 📍 Halimpur, Bajitpur, Kishoreganj

## Academic Details

### Halimpur high school

SSC, 4.28, 2015

### Bramhonbaria govt College

HSC, 3.33, 2017

## Objective

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

## Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date : 15/08/2019

Place : Dhaka

(Mithu Chandra Das )