

April 11, 2019

Manager of Staff India Pvt Ltd,  
Road 12, Block A, Shahjalal Upashahar , Sylhet,  
offshore@staff-india.com

Dear concern,

I have just completed my B.Sc. in Computer Science and Engineering from Leading University, Sylhet and I wish to apply for the position of Data Entry Operator in your company. I have been informed for this post by Thousands careers which is one of the biggest job portal in Bangladesh. I have good communication skills and ability to read, write and speak English fluently. I have also this ability to build rapport with a customer quickly, reply questions, and meet the customer's need. So I think that I would be fit for this position of Data Entry Operator.

Staff India was pioneered by their founder, a former Management Consultant from Accenture. Having spent many years working in the IT domain with Accenture with top global and blue chip clients, their founder recognized a niche opportunity in the market to serve and support small and medium sized business. Until now, small and medium sized enterprises did not have the choice of hiring virtual assistants / employees to work remotely for them. Any effort to open an offshore office would prove resource intensive, costly and difficult to master foreign job markets. This is where they fit in and provide a simple solution for all their clients.

This is why I would like to work with your team and it will be very helpful for me if you guys give me this opportunity. My other information's are attached with my cv which I uploaded with this cover letter.

Respectfully yours,  
Shishir Paul