

31 January, 2018

General Manager,
Human Resources Department,
Staff India,
601 International House Regent Street, London W1B 2QD.

Subject: Application for the post of “**Virtual Assistant**”.

Attachment: One copy of detailed CV with recent photograph (CV of Sowrav Mozumder.pdf).

Dear Sir/Madam,

I am writing this application for the post of **Virtual Assistant** advertised in <http://thousand.careers/> by my friend. I have always wanted to work in a dynamic environment in an organization like yours and I am very much interested to work at your organization at the mentioned post with high confidence.

I have completed my M.B.A in Finance & Banking from Sylhet International University, Sylhet-3100. I have ability to learn things quickly and perform my duty with creativity and dynamism. I also have experience to work in group with competency and I am confident that I will be able to add value to this organization since I am recognized for my natural tendency to go beyond my goals. I hope I will contribute significantly to your efficient services of this organization.

I would request for an interview at your convenience. A filled in general form of my detailed CV and one recent photograph is attached with this application for your kind consideration. For any query, you can contact me via phone or email. My mobile number is [+8801735414958](tel:+8801735414958) and my email address is sowravsss132@gmail.com. I will be thankful if you consider me for this job. I am looking forward to hear from you soon.

Sincerely yours,

Sowrav Mozumder

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