

Date: June 19, 2019

To,
Hiring Manager
United Surgical LTD

Dear Sir/Madam,

I am writing in regards to the position of Quality Engineer to serve your organization, which I saw advertised on Thousand Careers. I have worked as a management trainee for companies named SAM 3 Engineering Solution & DA WHEELZ for 5 months from 01/05/2018-30/09/2018 where I gained experience in various sectors such as client handle, project coordination, safety at work, time management, logistics management, urgency, marketing, business development, communication.

I am a graduate (3.07 CGPA, B.Sc. Engg. in Materials Science & Engineering) from the University of Rajshahi, Bangladesh. Throughout my academic years and career

- I build up my Computer skills (especially word, excel, PowerPoint)
- Have experienced the urgency of time, reporting line, working environment, logistics, vendor, petty cash management, problem arise during a project.
- I am brutally honest, target oriented, ambitious, and optimistic with good leadership skill.
- I am a quick learner, hate liars & backstabbers, trustworthy, feel free to communicate with others, maintain good communication with people.

I have attached my curriculum vitae below with this cover letter. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please feel free to contact me at +8801818400700 or tariqulislam.mse@gmail.com to arrange a meeting.

Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,

Md. Tariqul Islam