

To

Head of Human Resources

Staff India

Upshor, Sylhet

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

Dear Sir,

In response of your recent advertisement published in ‘Thousand Carriers’ a famous online job portal. I have come to know that your company is looking for the post of ‘Virtual Assistant’. I would like to offer myself as a candidate for the same. I herewith attached my Curriculum Vitae and all other necessary documents for your wise consideration.

I look forward to hearing from you.

Yours faithfully,

Sultan Mahmud