

Sabbir Ahmed

Hiring Manager

Dear Hiring Manager,

Thank you for the opportunity to apply for the Office Assistance role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working recent college graduate (4.33 GPA, BBS) from North East balagonj collage . During the course of my academic career, I also managed to accrue nearly 1 year of work experience. I had the privilege of working for Gulshan computer in an Assitance of computer typesit role in my free time, where I learned valuable professional skills such as vendor sourcing VIP relations, substance abuse counseling, and business development. In both my academic and professional life, I have been consistently praised as efficient by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven creative thinking, communication, and language skills, which I hope to leverage into the Office Assistance role at your company.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at [PHONE] or via email at [EMAIL] to arrange for a convenient meeting time.

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

Sincerely,

Sabbir Ahmed