

Md Mijanur Rahman
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HR
Staff India
Sylhet 3100.

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RE: Application for the post of Data Entry Operator

Dear Sir,

As a young and motivated individual I am extremely interested in submitting an application for the advertised Data Entry Operator post with Staff India.

In November 2018 I completed my M.A. in English and also accomplished graduation in English in 2017. I have gained a significant amount of practical communicative lesson serving as a language instructor in a reputed English medium school. This has given me a range of knowledge that will meet the needs of this role.

While completing my B.A. Hon's in English, I was associated with various social organizations in and out of my university. As an organizer of my department's student council I have gained an immense amount of organizational and communicative skill which would help me in my upcoming service sector vigorously. This position has given me practical sense of responsibility along with vision of completing my commitment subtly.

My teachers and employers have commended me for my high level of interpersonal skills and naturally engaging personality. My motivations include learning new things and the challenge of meeting key objectives.

I understand that you will receive a large number of applications for this role. I do, however, believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the needs of your organisation.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Md Mijanur Rahman