

March 12, 2019

Staff India

House No: 01, Road No: 12, Block-A, Sylhet 3100

Dear Sir,


I am writing to apply for the position of Virtual Assistant at Staff India described on the Thousand Careers website. The opportunity to work as Virtual Assistant appeals me, and I believe I can be an asset to the firm due to my skills and ability to work with many different types of people. I believe I could fit easily into your team and contribute to benefit to the firm.

I am a team person who works hard and pays attention to details. I'm flexible, quick to pick up new skills and eager to learn from others.

I have enclosed my curriculum vitae so you may examine my work and experience.

I can be reached anytime by email at fatima.wazuddin@gmail.com or my cell phone 01761-888295. Thank you so much for your time and consideration. I look forward to speaking with you about the position soon.

Sincerely,

A handwritten signature in black ink on a light blue background. The signature is written in a cursive style and appears to read 'Fathema Begum'.

Fathema Begum.