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Company Recruitment Team
Virtual Assistant
Staff-India
Sylhet

Dear Mr./Ms. Whom it may concern,

I am writing concerning a virtual assistant position with your company. I have a particular interest in working for your company and would appreciate being considered as a candidate for employment.

I am familiar with Data entry,Advance google search,Graphics design. My skill set includes Microsoft Office:Word,Excel,Powerpoint,Adobe photoshop. My strengths is ability to deal with people,Enthusiastic and Disciplined. I am hard working and dependable with a variety of skills and common sense.

Enclosed is my resume. I hope it will be helpful in evaluating my qualifications for a position. Please feel free to contact me at your earliest convenience to arrange for an interview. I look forward to meeting with you to discuss your requirements for this employment opportunity.

Thank you for your time and consideration.

Sincerely,

Md. Shahnawaz Khan