

27 October, 2018

To

The Managing Director

Staff India

Subject: Prayer for the post of Customer Care Officer.

Dear Sir,

With response to your advertisement I am writing to state my application for the post of Customer Care Officer in your company. I want to offer myself as a candidate for the same. I have completed my Undergraduate (Four Years) curriculum in Computer Science and Engineering at Metropolitan University, Sylhet. I obtained CGPA 3.69 out of 4.00.

I believe that I have a lot to offer your company. I am keen to develop my professional skills and look forward to discussing my application with you at an interview. I have enclosed my resume for your consideration.

Thanking you in advance for your consideration.

Sincerely,

Md. Tanvir Ahmed