

Farjana Akter

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30th January, 2018.

Staff India

House 34, Block A, Shahjalal Uposhahar, Sylhet.

Phone : 0177 827 2439

Dear Sir,

I have been researching your organisation with great interest for any opportunities for employment with you. I'm writing in response to your advertisement '**Virtual Assistant**' published on thousand careers. I am very interested in this opportunity and believe that my qualifications and education would make me a strong and ideal candidate for the position. I believe my skills could be a great match with your organisation's initiatives and culture.

My only dream is to be successful in life. Your organisation looks like the golden chance for me, for fulfilling my desire, my expectations.

Enclosed is my resume that more fully details my background and performance. I am a fresher, so I want to acquire my professional experience by working with you. As you can see I have,

- Excellent verbal and written skills.
- Self confident and have a positive attitude.
- Ability to accept and learn from criticism.
- Able to work independently or a team environment.

I firmly believe that I can be a valuable asset to your team. This opportunity would provide me with the ideal opportunity to assist your organisation and to expand my skills and enlarge my experience. If you agree that my qualifications seem to be a match for the position, I would like to welcome the opportunity to speak with you at a mutually convenient time.

Thank you in advance for your consideration.

Kind regards,

Farjana Akter