

Mahbub Abdullah
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January 14, 2019
Human Resource Manager
Staff India
601 International House Regent Street,
London W1B 2QD

Application for the post of "Virtual Assistant"

Sir,

In response to your job advertisement published in the www.thousand.careers.com. I would like to apply for the position of Virtual Assistant.

I understand from your advertisement that your organization Staff India needs good mentality, honest, sincere and responsible person for working as a Virtual Assistant. You will note from my enclosed CV that I have an experience of banking where I gathered negotiation and strategic thinking skill with hard working.

I have completed Master of Business Administration major in Accounting & Information System from Leading University Sylhet in 2016. And I will be sit for IELTS soon.

I believe working in a organization like your one will provide me excellent opportunity for my career. I am confident that if provided the opportunity to serve your organization, I will prove myself to be an important asset for your company through my dedication, sincerity and highest level of professionalism.

I would request for an interview at your convenience. For any query , you can reach me at my mobile-01737813123. You can also e-mail me at mahbubabdullah8@gmail.com.
Thank you.

Sincerely,
Mahbub Abdullah

Enclosures:
1.CurriculumVita