

To,

The Manager
Personnel Department

03rd March 2021

Dear Sir / Madam,

At the outset, I wish to take this opportunity of introducing myself as Manzoor Ahmed. It is my desire to become a member of your prestigious organization and to make a significant contribution in your corporate mission. I am confident that I can perform my duties with a great sense of responsibility.

I am ambitious with flair of correspondence, pleasing personality and possess good interpersonal relationship, able to interact with people in friendly manner, acquire a practical sense of priorities and the action needed to finish tasks, and I am computer literate.

I can surely render my hard work, sincerity and above satisfactory performance so as to contribute effectively to the organization's growth while enriching my own experience.

Attached herewith are my credentials for your evaluations and probation.

Thanking you,

Respectfully yours,

Manzoor Ahmed

E mail : manzoorahmed419@gmail.com