

**TO :**  
**THE HR MANAGER,**

I AM SUBMITTING THE ATTACHED RESUME FOR YOUR OBSERVATION WITH REGARDS TO POSSIBLE CAREER OPPORTUNITIES WITHIN YOUR ORGANIZATION IN THE AREAS OF HUMAN RESOURCES. I WOULD LIKE TO HIGHLIGHT THE FOLLOWING RELEVANT SKILLS, EDUCATION & EXPERIENCE, WITH A VIEW TO PURSUE THE APPLIED POSITION.

I BELIEVE MY COUPLED WITH MY PROFESSIONAL QUALIFICATION, WOULD BE AN ASSET TO YOUR COMPANIES CONTINUED COMMITMENT TO THE QUALITY OF TODAY'S BUSINESS.

I AM CONFIDENT TO RENDER MY BEST SERVICE TO CONTRIBUTE A LOT FOR FUTURE GROWTH OF YOUR ESTEEMED ORGANIZATION.  
SALARY REQUIREMENT IS OPEN AND NEGOTIABLE.

I LOOK FORWARD TO THE OPPORTUNITY OF MEETING WITH YOU TO DISCUSS HOW MY EXPERIENCE WILL BEST MEET YOUR CURRENT NEEDS. THANK YOU FOR YOUR TIME & CONSIDERATION.

**RESPECTFULLY**

SARVESH KUMAR PANDEY  
ENCLOSURE: RESUME

**CURRICULUM VITAE**