

Cover Letter

Dear Hiring Manager,

I am writing to express my interest in a suitable position within your organization. I am a qualified Islamic scholar with a Dawra-e-Hadith certificate, and I have strong command over Arabic and English languages. Alongside my religious education, I possess practical experience in computer operations, including typing, Microsoft Office, and basic administrative work.

I am particularly interested in roles within mosques, madrasas, or educational and religious institutions where I can contribute both my religious knowledge and technical skills. I am a dedicated, disciplined, and hardworking individual, eager to grow professionally while making a meaningful impact.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to your organization.

Sincerely,

Md Talha