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| **COVER LETTER**    **HIDD, Bahrain**  **Tel: +973 – 33022805**  **E-mail: salzzzy@hotmail.com**  **The Recruitment Manager,**  **Manama, Bahrain**  **Dear Sir / Madam,**  **I have learnt from reliable sources that you have a vacancy in your progressive organization. I wish to apply for the same. I possess the right blend of college education and business experience, most suited for the job with good written and verbal communication skills and have an eye for detail and ability to learn new skills within a short period.**  **My willingness and ability to learn, constant application of knowledge acquired and strong ethical values have contributed to my personal growth. My interest in extracurricular activities has helped me to develop my personality.**  **Please find attached my resume and contact details for your review and favorable action. I would appreciate the opportunity to speak with a member of your recruiting team, at you earliest convenience.**  **Thank you very much for your kind consideration.**  **Yours truly**  **Salma Tabassum** |