

Dear Hiring manager,

Greetings..!!

I am writing this letter to express my interest in working with your company. My name is Richa Mongia. I am currently in Bahrain and I am available to join immediately.

I have a Master's degree in Journalism and Mass Communication. Possessing more than 6 years of experience of working in sales, marketing and client relationship management positions with multiple companies, I have gained an extensive insight within this field; which makes me interested in working with your organization.

Dedicated and details oriented hard-working person. I am a highly organized and self-driven individual. During the course of my career, I have gained a specialist's understanding of creating enduring relationships with existing clients, designing marketing plans, managing sales projects, implementing cost- saving programs, writing content, managing social media, developing Powerpoint presentations, creative designs and managing events among many others.

I am an accomplished communicator, with excellent organizational, decision making, and time management skills and have a proven track record of consistently meeting and regularly surpassing demanding performance goals.

Please find attached my resume for your kind perusal.

I look forward to meeting you in person to discuss my achievements and qualifications in detail.

I look forward to hearing from you.

Thank & Regards

Richa Mongia

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