**Report writing skills**



**Name:**

Aoun Haider

**ID:**

FA21-BSE-133

**Section:**

A

**Assignment:**

04

**Submitted to:**

Sir Mudassir Feroz

**Date:**

22-12-2022

**Question no.01**

*Suppose that COMSATS University is arranging a Job Fair at the end of December. Create a cover letter addressed to Manager Human Resource that you will use to present alongside your resume to the representatives of different organizations. The first paragraph should provide the reason of writing and show case your interest for a particular position. The second paragraph should reflect pertinent skills and expertise to handle different challenges related to a particular job. This section is your space to prove that you are better than the other applicants are. Conclude your letter sharing your contact details with an expectation to receive an interview call.*

**Cover Letter**

December 22,2022

Manager Human Resource

COMSATS University 6542 Defence Road, Lahore

**Dear Manager Human Resource,**

I am writing to express my interest in the open position at your organization as advertised at the COMSATS University Job Fair. I am confident that my skills and expertise make me an ideal candidate for this role.

As a recent graduate of COMSATS University with a degree in Computer Science, I have developed a strong foundation in programming languages such as C++ and Java, as well as database management and software development. In addition, my internship experience at Tkxel Company has provided me with valuable skills in teamwork and problem solving, as well as the ability to adapt to new environments quickly. I am excited to bring these skills to your organization and contribute to its success.

Thank you for considering my application. I can be reached at (123) 456-7890 or via email at [FA21-BSE-133@cuilahore.edu.pk], I look forward to the opportunity to discuss my qualifications further and to schedule an interview at your convenience.

**Sincerely,**

Aoun Haider