

20 June 2024

The Hiring Manager

Everest Bank Limited

Dear Hiring Manager,

I am writing to express my interest in the Teller position at Everest Bank Limited, as advertised. I am enthusiastic about the opportunity to contribute to a leading commercial bank and am confident that my background in IT and management, combined with my strong academic record and relevant skills, make me a suitable candidate for this role.

I have completed my 10+2 in Science with a CGPA of 2.61 from Motherland Higher Secondary School and secured a CGPA of 3.25 in my 10th grade from Sagarmatha Niketan School. Currently, I am in the last semester of my Bachelor's degree in Bachelor in Computer Information Systems (BCIS), which is an interdisciplinary program combining IT and management. This unique combination of skills equips me to handle both technical and administrative tasks efficiently.

In addition to my academic achievements, I have developed strong communication skills in both English and Nepali. My proficiency with computer applications and my ongoing education in IT enhance my ability to perform banking operations with accuracy and efficiency. Although I do not have formal banking experience, my academic training has provided me with a solid foundation in financial systems and customer service, which I am eager to apply in a practical setting.

I am particularly interested in working outside the Kathmandu Valley, specifically in the Pokhara area, as it allows me to contribute to the community while growing professionally in a dynamic environment. I am a dedicated and self-motivated individual, ready to embrace new challenges and committed to delivering excellent service as part of your team.

I am excited about the possibility of contributing to Everest Bank Limited and look forward to the opportunity to discuss how my background, skills, and qualifications align with the needs of your team. Thank you for considering my application. I am available for an interview at your earliest convenience and can be reached at 9853379537 or via email at ashishdhakal433@gmail.com.

Sincerely,

Ashish Dhakal

