

COVER LETTER

Riya shah

riyashah1130@gmail.com

8733012245

01-04-2017

Hiring Manager,
Management

Dear Hiring Manager,

I'm applying for a fresher management position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

shah riya

Riya shah

Riya shah

B10 devani appartment road near nehrupark vastrapur,ahmedabad

• Contact No : 8733012245 • Email : riyashah1130@gmail.com

Objective

the most foremost and determined one to work all the objective and passionate abilities that i can will put upto the mark

Education Details

- BCOM, Smpic
5.53
2016

Field of Interests

- Recruitment
- Accountancy

Skills

- Communication skill
- Freelancing for content writing

Strength & Hobbies

- Communication
- Reading novel
- Watching news
- Outdoor activities

Reference

Birva shah

it recruitment

birvashah10694@gmail.com

9723753252

Declaration

I here by declare that the above furnished information is authentic to the best of my knowledge.

Date : 4/1/2017

Place : Ahmedabad



(Riya shah)