

Dear Sir/Madam,

I am offering my sincere services for the said post with the following good points to my credit:

1. I am a student of **MS Development Studies (18 years) at NUST**, enabling me to understand the developmental perspective of the issues related to Pakistan's economy, society, and peace.
2. I have a **postgraduate degree in social sciences (16 years) Political Science in particular**, a subject that gives an individual the exposure to distinguish among the social and political issues and the civil rights of a citizen.
3. I have written and **published Columns in English Daily such as The Frontier Post** (written work attached).
4. I can excellently speak, read, and write English, Urdu, Pashto, and Punjabi.
5. I am also an expert in working on office machinery as well as computer software including **SPSS and In-Page**.
6. I am well-versed in **Microsoft Office** and different types of **office machinery**.
7. I have worked as a **Writing Specialist and website content writer**, which enabled me to gain valuable insight into the Writing Industry.
8. I have written a **unit**, in the course book named Evolution of Muslim Civilizations in the Sub-continent (Course Code:6488) for B. Ed (4 years) as a part of Allama Iqbal Open University's unit-writing project, which makes me an authorized course book's content writer.
9. I have also served as Vice-Principal at The Leaf School and managed 12 staff directly.
10. I have also worked as a Subject Specialist for the subject of Pakistan Studies at reputable educational institutes. The experience enables me to express my opinions and views more vividly.
11. I attended the meeting of **GALLUP** Pakistan, as an observing member.
12. I have progressively responsible relevant part-time work experience with the Content Writing industry, online marketing industry, SEO, and social media management.
13. I have done a quantitative type Master's Thesis on the topic "**Information and Communication Technologies and its Impacts on Individuals: A Case Study**". The experience helps me in Article writing, Blogging, and Web Copy Writing.
14. I also served as a focal person at the Student Federation and as a Girls' Representative at Gomal University, which has helped me in acquiring practical experiences regarding the management and organizing of student gatherings.
15. I am well versed in computer applications (MS Office and internet surfing and research).
16. I am a strong believer in teamwork, marketing, interpersonal communication skills, sincerity, commitment, tolerance, and time management.
17. I am interested in the job because I believe I have a natural writing talent, and no other job can help in my professional satisfaction.

Thank You

Saba Laraib

+923466121077