

Senarathnage Sajith Kavinda Kalansooriya

106, Temple Road, Palagala

Phone: 071 306 4091

Email: sajithbusiness094@gmail.com

Date: December 29, 2024

Hiring Manager

[Company Name]

[Company Address]

Dear Hiring Manager,

I am writing to express my interest in the business management position at [Company Name], as advertised. With a strong educational background in management, project management, and a variety of technical skills, I believe I am well-equipped to contribute effectively to your team.

I hold a B.Sc. in Management, along with a foundational certification in Project Management from the University of Moratuwa. Additionally, I have completed several relevant courses in Microsoft Office, Tableau, Power BI, and Snowflake, which have enhanced my ability to work with data analysis and reporting tools. Furthermore, I have honed my graphic design skills, allowing me to create visually impactful presentations using Adobe Photoshop, Illustrator, and InDesign.

In addition to my technical skills, I possess key soft skills including teamwork, leadership, communication, problem-solving, and analytical abilities. I have applied these skills in various projects, collaborating effectively with teams, and ensuring successful completion of tasks within deadlines. My experience has also reinforced the importance of being adaptable and resourceful in fast-paced environments.

I am confident that my combination of education, skills, and enthusiasm for business management will allow me to contribute positively to your organization. I would appreciate the opportunity to discuss how I can support your team's objectives and help achieve business success at [Company Name].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

Senarathnage Sajith Kavinda Kalansooriya