

COVER LETTER

16th September 2021

Mr. X, Personnel Manager

ABC Pvt. Limited, 7th Street

Gandhinagar, Gujarat

Dear Sir,

This is with reference to the advertisement given in The Times of India dated 14th September, for the post of technical manager. I would like to apply for the same.

I am excellent in programming, presentations, photography, data science and am well versed with all kinds of softwares. I can type over 100 WPM as well as operate all kinds of gadgets.

I am a soft spoken person and am good at convincing people. My other skills include leadership qualities, team spirit and proactive behaviour.

I have attached my resume for your further reference. Eagerly waiting for an early response.

Sincerely,

Krishnaraj P.T

Krishnaraj