

August 25, 2020

Dear Sir,

After years of working directly with people in diverse professional settings, I am seeking to leverage my experience in a well-recognized non-profit organization that works for the people irrespective of caste, creed and religion. On account of this, I was excited to learn that your organization is currently seeking a ***Programme Coordinator***, and after reading about the job description I would very much like to be considered as a suitable candidate.

Thanks to my university period that gave me the enthusiasm to engage myself to different kinds of activities besides studying. While studying for my BSS, I developed a keen interest in the interaction between individuals and their environment and I found this very intriguing and exciting, specially its influence in creating a sustainable livable environment without discrimination.

I believe that, there is no better work in the world than working on promoting human rights. I always consider it to be a vibrant to get the opportunity of working with different kinds of people and learn about their cultures and values. Hence, non-profit organizations both local and international would give me more insight into how the world is affected everyday by the factors relating to human rights and gender equality alongside political, social and economic aspects. Considering the knowledge and experience that I have garnered from my previous works; I am confident that this opportunity will bring me a step closer to my goal of becoming a part of the community that works for the people and their rights. I believe that I am very diligent and a highly motivated professional as I didn't fail to turn in any due responsibility or get disappointed in any circumstances. I am certain to push through with the dedication I have always worked with to accomplish my goals and gain more knowledge and experience to work with stakeholders from diverse cultural backgrounds. I developed an intense interest to work for the people in need from my early bachelorhood while working with the voluntary organization Friends Society of Rangpur (FSR).

Presently, I am working as an Officer (Project Support & Coordination) of SRC Limited, where I provide operational and coordination support of implementing programme in the field. I actively participate in monitoring, evaluation and documentation of information and liaison with local, national and international stakeholders operating in this field. I also participate in meetings, seminars and workshops at national and regional level.

I have some humanitarian experience regarding collecting and distributing foods, clothing and educational materials, providing monetary assistance amongst the poor and helpless people. Besides, I have a voluntary experience of working at school level in support of Democracywatch and British Council, for the psychological development of the school going children and understanding how friendly their relationships is with their guardian. I am a regular blood donor also.

Academically, I am a Post-Graduate degree holder of the University of Dhaka with a sound academic record. I have attached my resume for your kind review. I firmly believe that, my diligence, competency and integrity combined with the work environment of your organization can make an immediate and positive impact. I appreciate your consideration and look forward to hear from you.

Best regards  
Mehedi Hasan