

## **Cover Letter**

February 21, 2020

**Position:** Management Trainee Officer – Night Shift

**Kazi IT Center.  
Dhaka, Bangladesh.**

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Dear Sir,

I am writing to apply for the position of Management Trainee Officer – Night Shift at Kazi IT Center. I learned of this opportunity through <https://bdjobs.com/> website and based on the experience, skills and qualification outlined in the job listing, believe that am well suited to join your team in this capacity. Attached is my CV for your consideration.

As the attached CV indicates, I have gained over 3 years of proven progressive professional experience in development sector as Officer (Project Support), Filed Investigator and Research Associate. Have spent substantial years as an Officer (Project Support) at the Sustainable Research and Consultancy (SRC) Limited, leading the coordination of various projects and programs.

However, I have got a fascination towards IT sector from a long time. Currently, we're living in a world of digitalization which is being ruled by the IT specialists. So, I think this is the high time to switch my career as an IT professional. But to make myself a skilled IT professional all I need is an opportunity from a well-established IT organization and I couldn't get a better choice than working in Kazi IT Center.

I believe, I've got a good foundation over IT sector as I have completed a one-year IT Diploma on *“Enterprise Systems Analysis & Design with J2EE”* from *“Islamic Development Bank – Bangladesh Islamic Solidarity Educational Wakf (IsDB-BISEW)”*. In addition, I possess a vivid technical knowledge on MS Office Package, GitHub, Internet Browsing, Emailing, Web Applications, and Social Media.

I'm very much excited by the prospect of applying the professional, interpersonal, team building, and IT skills that I have gained as well as my enthusiasm towards IT sector to a career with the Kazi IT Center. Not only does the applied position represent a logical next step in my desired career path, but it offers unique opportunity to join the largest US based IT Enabled Service (ITeS) MNC in Bangladesh with opportunities for continuous development and growth.

I look forward to hearing from you. Thank you for your attention and consideration.

Sincerely

Md. Mehedi Hasan