From: [supanroy2021@gmail.com](mailto:supanroy2021@gmail.com)

To: [hr@daffodilvarsity.edu.bd](mailto:hr@daffodilvarsity.edu.bd)

Date: 15 November 2023

Subject: Administrative Officer Application

Dear Sir

I hope this email finds you in good health. I would like to draw your kind attention to the fact that, I am writing to apply for the Administrative Officer position at Daffodil International University. I have a Bachelor’s degree in Business Administration and over 4 years of experience in administrative roles. I believe that my skills and experience will enable me to add value to the organization and contribute to its success.

Thank you for considering my application. I look forward to hearing from you soon. My CV and other relevant documents can be located in the attached files.

Best Regards.

Sincerely yours,

Supan Roy

Mobile number: (+880) 1602-648430