

Apsara Athugala

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Peace Corps Sri Lanka

RE: Training Assistant

Dear Hiring Manager,

As an ambitious and hardworking student, I know I can step into the Training Assistant role and make a positive impact on Peace Corps Sri Lanka's goals. My record of academic achievement and peer-group contributions support a high level of dedication. I believe your organization and my career goals are a strong match for a successful future.

I am an aspiring leader and offer key strengths in teamwork, communication and leadership. With a clear focus on progress and forward momentum, I am adept at improving processes, revamping operations and motivating teams to excel.

Being well-versed in the requirements of this role, I see that you're looking for someone with skills in project management, coordinating recruitment and training coordination. I am eager to apply my entrepreneurial drive to help develop innovative solutions with Peace Corps Sri Lanka. I've learned a lot about your organization and I believe working with your team would be thoroughly rewarding and enriching.

Thank you for your time and consideration of my candidacy in the Training Assistant role. I will reach out to you in the upcoming week to inquire about the next step in your hiring process. If you would like additional information about my background and skills, please feel free to contact me.

Sincerely,
Apsara Athugala