

Letters



To *Sir Rizwan, of Communication Skills*

At *Punjab University Jhelum Campus*

Letters include:

*Full and Semi Block, with Open and
Closed Punctuation.*

Submitted by, BSCS_F19_M_63

By, Muhammad Ammar

Applying for Software Engineer' Position

Muhamamd Ammar Khan

F 7/1 F-7, Islamabad,

Islamabad – 45710

+92 314 5401405

bscs.f19.m63@gmail.com

1st May, 2022

Mr. Charles Xavier

Hiring Manager,

Habib Bank Limited

Jinnah Avenue

Islamabad – 45710

Mr. Xavier,

I am a recent graduate of Computer Science, from Punjab University, and I am a motivated professional with decision-making proficiency and extensive Software Engineer experience. Recently, I learned of HBL's opening for the Software Engineer role, and I was compelled to contact you with my interest. I believe that my educational, and professional background make me an ideal candidate for this opportunity.

As a person who thrives in high-pressure and fast-paced situations, I strive for positive results through the application of my abilities in Programming, Networking, and UI/UX Designing. Additionally, I possess expertise in software development and an aptitude for optimizing performance and motivating colleagues. In any position, I am able to visualize success and identify innovative and effective strategies for achieving it.

After reviewing my resume, if you'd like to discuss further how my skills and expertise might benefit Habib Bank Limited (HBL), Please contact me to schedule a meeting.

Best regards,

Ammar

Muhammad Ammar

Freelance Software Engineer

Reference: CV-DSMOM-2022

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01 May, 2022

Mr. Charles Xavier

Lead Software Engineer

Apex Corporations

Jinnah Avenue

Islamabad – 45710.

Subject: Hiring a Team of Network Engineers.

Mr. Xavier:

We are writing to inquire about hiring a network engineering team. Our company is in the process of expanding our operations, and we need a reliable and experienced team to help us build and maintain our network infrastructure.

Please let us know if you are available and what your rates are. We would also appreciate any recommendations you have for a good network engineering team.

Furthermore, thank you for considering our team of UI/UX Designers for your upcoming project. We are confident that our team has the experience and skill set required to deliver a successful project. Our team is available to start work on your project immediately, and we look forward to working with you.

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