

Vaibhav Selukar

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Hiring Manager,
Dear Sir/Madam,

I am an experienced professional who has been consistently praised as an optimist by my co-workers and management. Over the course of my career, I've developed the Proficiency in Project management principles and methodologies, Hands-on knowledge of project management software tools, such as Zoho Projects, Jira, and Confluence along with knack in Microsoft Office (MS Excel, Word & Power Point) skills. These industry relevant skills can add value to any organization. In addition I'm good at research, data analysis, and project planning such as – Analyzing the data received from clients, I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (880) 555-5263 or via email at vaibhav.selukar@gmail.com to arrange for a convenient meeting time. During our meeting I will be happy to explain in detail the work experience gap on my resume, at which time I was taking care of a family member recovering from an illness.

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

Sincerely,

Vaibhav Selukar