

Bijay Shrestha

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Q1 Suppose an IT company located in Kathmandu has a vacancy for the post of a graphic designer. Now giving all the necessary details, write a cover letter. Also write a resume.

Kusunti - 14 - Lalitpur

November 20, 2020

Mr Ganesh Khati
Brainworks Pvt Ltd
Kathmandu, Nepal

Subject: Post of a Graphic Designer

Dear Sir,

I have come to know from your advertisement published in The Kathmandu Post dated 15th Nov 2020 that you have a vacancy for the post of a senior graphic designer in your highly esteemed organization. I find myself eligible for the post because my four years as graphic designer in Asterion Nepal has provided me with the experience in Photoshop, Adobe Illustrator, 3D modeling and Augmented Reality within the Design Department that this challenging position requires. I am very interested in this position and hope to have the chance to interview for this exciting opportunity.

My background includes agency, corporate and freelance graphic design experience with a history of leading interactive and digital design projects to acclaimed completion. Major highlights of my skills are:

- Digital Graphic Design
- User Interface and User Experience for web & mobile
- 3D art and animation
- Color correction, rendering and print
- Interactive media and Typography design

In addition to digital product design work, I have also expanded my portfolio to include animation and video, which are quickly becoming essential to social media marketing such as google ads, facebook ads, instagram ads and youtube ads, which helps to digital marketing campaigns.

I have also enclosed my resume which gives the details of my education, training and experience. I look forward to having an opportunity to talk with you, at your convenience about the graphic designing position. You can contact me at 9616696882 or via e-mail at bijayshrestha0908@gmail.com

Yours Sincerely

Bijay

Bijay Shrestha

Endosme: resume

BIJAY SHRESTHA

13 Majubachowk

Kusum

Lalitpur

E-mail : bijayshrestha0908@gmail.com

POSITION SOUGHT

Senior Graphic Designer

OBJECTIVE

To work as a Graphic Designer in a fast growing Brainworks Pvt Ltd where I will have opportunities to use my experience in graphic designing and animations.

QUALIFICATIONS

3 years' experience in the management of the complete design process. Skilled with Adobe Creative Suite (Photoshop, Illustrator), Microsoft Office Suite, and Web app.

EDUCATION

Sagarmatha College of Science & Technology
Sanepa, Lalitpur, Bachelor's degree in CSE
2010 - 2014

Web Design Certificate, NIIT, Kumarpati,
2008 - 2010

EXPERIENCE

Professional Graphic Design, Aptech,
2016 - Present

Conceptualize logo design, gif animations, videos, websites etc for digital marketing

SPECIAL SKILLS

- Adobe Creative Suite 90%
- Microsoft Office Suite 80%
- Ability to discuss IT related issues and make recommendations to the management.
- Excellent communication skills
- Ability to work in multi-functional team environment.

ACTIVITIES AND INTEREST

- Member IT Syndicate
- Member AI Club
- Football, Basketball, Cricket, Chess

ACHIEVEMENTS

- Hackathon, 2012
- Multi Prize win, 2013

REFERENCES

- Prof. hanga Subba, Professor of CS, Sagarmatha Colz, Sanepa, 01-2345678
- Prof. Suman Basnet, Professor, Vice Principal, D.A.V College, 9876543210

Q# Suppose you have been called for interview for a WordPress Developer in Dante Creatives, Ananmaga, Kathmandu. Now write a follow-up letter.

Kusunti, Lalitpur - 14
November 20, 2020

Mr. Robert Downy, Personnel Director
Dante Creatives
Ananmaga, Kathmandu

Dear Mr. Downy

Thank you for considering me for the position of a WordPress Developer with your company. I enjoyed touring your facility and discussing ways to improve the PHP core and MySQL servers database. As you may remember, I have three year's experience coding for web with PHP backend with the MVC pattern and specific with Woodpress. I would welcome the opportunity to put my knowledge to work for your company. My preference is to return to my home, and I am willing to relocate to any of your subsidiaries in the state.

I look forward to hearing from you soon. If you have additional questions about my qualifications, please call me at 961696882 or e-mail me at bijayshrestha0908@gmail.com.

Sincerely

Bijay

Bijay Shrestha

Q# Imagine that you have completed two years of your service as the Project Manager in Trishakti Technology Company, Sanepa, Lalitpur. But now you want to resign from the job. Giving genuine reasons, write a letter of resignation.

Kusanti, Lalitpur - 19

November 20, 2020

Noah Singh, Director
Trishakti Technology Company
Sanepa, Lalitpur

Dear Noah

Please accept this letter of resignation, effective two months from now. January 20, 2021, will officially be my last day as the Project Manager for Trishakti Technology Company. My colleagues had opened a company in my village with a very high innovative ideas. After much discussion, I believe it's my best interest to move to village and

be a part of that company.

I have enjoyed the two years working as Project Managers. Your guidance, in particular, has enabled me to learn new skills and grow professionally. I am proud to have been a part of the Project Management Team and to have contributed to its fine work.

Before I leave, I will complete the last assigned project to me. Furthermore, I will be happy to spend my last week training my replacement. After I leave, I will be available by phone to answer any questions.

Again, thank you for the opportunity to work for Trishakti Technology Company. I will miss you and the staff.

~~Best~~

Sincerely

Bijay

Bijay Shrestha