To Date 30/07/2018

**The HR Manager**

Caritas Nepal,

Dear Sir/Madam

I noticed your advertisement Published in bank profile for the position of assistant and think I would like to apply for the post. I had passed out student in Bachelor in Business Studies (BBS) 2015 with Account specialization and currently studying Master in Business Studies (M.B.S)2016/18 with Finance specialization.

On a personal level I have the ability to stay organized and on top of my work at all times. In addition to this I am constantly seeking to improve my skills.

Thank you for your time, consideration and forthcoming response.

Your sincerely,

Arun Aryal

Kirtipur, Kathmandu

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