**ANITA RAJENDRA KUMAR**

P.G. Apartment,

Shivaji Nagar

Akola,

Date : 1st March 2017

To,

**Subject :-** Application for the Post of ‘Receptionist’.

**Ref :-** I read your advertisement in Daily new dated on 28th Feb.2017

Respected Sir,

With reference to above subject I beg to submit my candidature for the said Post. I am giving my Brief Resume for your kind perusal.

**Personal Details**

**Name** : Anita Rajendra Kumar

**Address** : P.G. Apartment, Shivaji Nagar, Akola,

**Mobile No.** : 9156857865

**E-mail ID** : [anita321@gamil.com](mailto:anita321@gamil.com)

**Date of Birth** : 10th Jan.1995

**Qualification** :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Exam Pass** | **Passing Year** | **Board** | **Percentage** |
| 1 | S.S.C | March-2011 | Akola | 70.45 |
| 2 | H.S.C | Feb-2013 | Amravati | 65.24 |
| 3 | B.A | May-2016 | Nagpur | 58.65 |

Given an opportunity. I promise to give you all satisfaction as the best of my level. Thanking you,

Yours faithfully,

(Anita R. Kumar)

Encl. : Resume and Xerox copies of my Certificates.