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9861150819  
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October 03, 2021

Branch Manager/ Human Resources  
Sunrise Bank Limited  
Gairidhara Crossing, Kathmandu, Nepal

Dear Sir/Madam,

I am writing this letter to apply for the position of “Junior Assistant” as advertised on Sunrise Bank’s official website. As requested, I have enclosed a completed job application, my certification and my resume.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

* I strive continually for excellence.
* I provide exceptional contributions to customer service for all customers.

I am organized and a thorough worker who has always had a keen interest in figures and I enjoy working in the banking sector. I have excellent time management skills and I am able to plan my day thoroughly and provide support to my management team. I have good administration skills and I am able to prioritize my work load carefully to ensure that I get my tasks done each day/week. I also have experience as a teller in a finance company, customer services, accounting and in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at maharjanunisha02@icloud.com or by cell phone, 9861150819.

Thank you for your time and consideration. I look forward to hearing from you about this employment opportunity.

Sincerely,

Unisha Nakarmi