

Subject: Cover Letter for the position of **Executive IT** at Square Pharmaceutical Ltd

28<sup>th</sup> July, 2021

Human Resource Manager  
Square Pharmaceuticals Ltd  
Kaliakoir, Gazipur (Pharmaceuticals Plants)

Dear Sir

I am writing this letter to you regarding the Executive IT that has recently opened up in your company. I came across this position through Internet and was pleasantly surprised to find that I have all the required qualifications for this job.

I have studied Computer Science and Software Engineering from American International University Bangladesh. During my time there I had taken up courses related to Computer Network, Advanced Computer Network System, Network Security and Management Information System. Currently, I hold a total 3.32 CGPA and have been a good student the entire term of my study in the University.

While attending classes, I focused my attention towards the following areas:

1. Network Architecture
2. Information System Layout
3. Security Models and Different Layer of Internet
4. Information Management System

I would be grateful to have an interview session with you. Please have a look at the resume that I have enclosed with this letter as per your convenience. I have provided my email id and contact number should you be interested in knowing more things about me. You can reach me out at +8801644476236, +8801793409201 or email [md.fazlarabbi07@gmail.com](mailto:md.fazlarabbi07@gmail.com).  
Thanks for your consideration.

Sincerely,  
Md. Fazla Rabbi  
IT Executive at Ahsan Tech IT Ltd  
KA-74/2, Level 4, Kuri-Chowrasta, Progoti Sarani,  
Dhaka, 1230