

# Ishan Jayakody

Kiwlawatta,  
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HR Manager,  
INNODATA ISOGEN LANKA Pvt Ltd,  
05, 1<sup>st</sup> & 2<sup>nd</sup> floor,  
Dawasa Building,  
Mihindu Mawata,  
Colombo-01200,  
Western Province,  
Sri Lanka.

Dear Sir/ Madam,

## **Application For Suitable Position.**

I am writing to apply for a suitable position at your company, which I heard through Microsoft UPP training programme in Apex Collage.

I have followed the ICT Diploma (NVQ 5) course and Graphic Designing (NVQ 4) course in VTA where I have developed my professional qualifications and professional skills. I have greatly enjoyed this role and I understand how to work in industry. Then, I like to join your company for work hard and happy. I am a student yet and I look for a follow the ICT Higher Diploma (NVQ 6) course in Univotec. I am looking for a new challenge you will provide me with the opportunity to further develop my career path, professional qualifications and education.

I have enclosed my CV to support my application. It shows that I will bring important skills to a suitable position

I am enthusiastic and professional, and I believe I would fit well into the company's team culture and contribute to the on-going success of my career path with my education.

I would very much enjoy having the opportunity to talk with you further to discuss the requirements and expectations of a suitable position.

Thank you for considering my application.

Yours sincerely,  
Ishan Jayakody.