**Date: 25th Nov, 2019**

Umesh Pradhan

Satdobato, Lalitpur

Contact: **9842620157**

Email: [umsaze@hotmail.com](mailto:umsaze@hotmail.com)

To,

The Chief Recruitment Officer

**Subject: Application for Deputy Director**

Dear Hiring Manager,

With reference to the vacancy notice published on Jobsnepal, I feel highly delighted to offer my candidature for this role. Having read through the job description and requirements I am confident to take over the stated responsibilities.

I have over 10 years of experience in working for Development Projects. With reference to my academic credentials, I have completed graduate degree in Social Work and undergraduate degree in Business Administration. Over the years, I have gained quality experience at various International and national organizations in program, administration, human resources, logistics, writing reports, internal controls, and much more. My work ethics has always been goal oriented, and I am a good team player. With strong coordination and communication skills, I have grown up learning to do things in high diplomacy. Finally, in all the previous positions held by me, I have approached them as opportunities for career advancement and discovery. I am sure I will bring the same entrepreneurial spirit and value added vision to your office.

It is my sincere hope that we will meet for an interview to discuss any questions you may have. Of course, feel free to call (984-262-0157) or e-mail (umsaze@hotmail.com) me to schedule an interview. My CV is enclosed to provide overview about my achievements, job experience and education.

Thank you for your time and consideration, and best regards.

Very truly yours,

Umesh Pradhan