18 November 2019

To

HR Manager

Nepal Water for Health

Bijuli Bazar,New Baneshwor, Kathmandu, Nepal

Subject: Application for the post of Deputy Director

Respected Sir,

I got to know about vacant position of Deputy Director through the

national newspaper The Himalayan Times in NEWAH . I have completed

Masters Degree from Tribhuvan University in 2070 .I have good knowledge

about Management,counseling and promotion through my working

experiences.I have operated myself business for 4 years and have taken Social

Science classes in different higher Secondary school for more than 3 years

which I have also mentioned in my CV Currently I am working as Sales

supervisor in Sharada Group ( Alco-Bev) for 3 years. I have worked in RHIYA

project for1year. This academic as well working experience gave me a lot of

Knowledge about director position.

I have good communication skills both oral and written. I am

able to work with under pressure. I am easy learning person and high

motivation. I also have computer skills which will help me for my job sector.

So, I would like to apply for the Deputy Director as a deserving candidate.

Serving your organization would be sort of immense pleasure for me and

Incredible chance for me as well. I hope you will consider my application and

provide me with a chance to prove myself. I have attached my resume

for your kind review.

Thanking You

Sincerely,

Surya Prasad Poudyal