

# Module 2

## 1. Cover Letter

**Subject:** Application for [Job Title] – Nirav Patel

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name]. With a background in [Your Field] and a proven track record of [Key Achievement/Skill], I am confident in my ability to contribute to your team's success.

My experience in [Specific Skill] has prepared me to tackle the challenges of this role effectively. I am particularly drawn to [Company Name] because of your commitment to [Company Value/Mission]. I look forward to the possibility of discussing how my experience aligns with your team's needs.

Best regards,

**Nirav Patel** [Your Phone Number]

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## 2. Portfolio Introduction

**Subject:** Professional Portfolio | Nirav Patel – [Your Field/Role]

Dear [Name],

As requested, I am pleased to share my professional portfolio for your review: [Link to Portfolio].

This collection highlights my recent work in [Core Skill], specifically focusing on projects involving [mention 1-2 key project types]. I have curated these examples to demonstrate my approach to [Problem/Challenge] and the results I deliver. I am available to provide further context on any of these pieces at your convenience.

Sincerely,

**Nirav Patel**

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## 3. Recommendation Letter (On your behalf)

Dear [Hiring Manager Name],

It is my pleasure to recommend **Nirav Patel** for the [Job Title] position at [Company Name]. During Nirav's time as a [Your Job Title] at [Current/Former Company], they consistently demonstrated exceptional skills in [Skill 1] and [Skill 2].

Nirav was a key contributor to [Project Name], where they successfully [Specific Result]. Their professionalism and ability to collaborate made them an invaluable member of our team. I highly recommend Nirav for this role.

Best regards,

[Manager's Name] [Title]

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#### **4. Experience Certificate**

**To Whom It May Concern,**

This letter is to certify that **Nirav Patel** was employed with [Company Name] from [Start Date] to [End Date] in the position of [Job Title].

During their tenure, Nirav Patel demonstrated strong professional capabilities, particularly in [Key Responsibility/Project]. We confirm that their employment ended on good terms, and we wish them success in their future endeavors.

Sincerely,

[Manager's Name] [Title]

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#### **5. Letter of Interest (Cold Outreach)**

**Subject:** Inquiry: Opportunities in [Department] – Nirav Patel

Dear [Name],

I have been following [Company Name]'s recent work in [Field] and have been consistently impressed by your innovative approach to [Specific Area].

I am a [Your Job Title] with [Number] years of experience in [Your Core Competency]. I am very interested in exploring potential opportunities to contribute to your team. I have attached my resume for your reference and would welcome the chance to have a brief, informal conversation about any upcoming needs.

Best,

**Nirav Patel**

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## **6. Follow-up Letter (Post-Interview)**

**Subject:** Thank you – [Job Title] Interview – Nirav Patel

Dear [Interviewer Name],

Thank you for the opportunity to interview for the [Job Title] position today. I truly enjoyed learning more about your team's focus on [Specific Project] and how my background in [Your Skill] can support your objectives.

Our conversation reinforced my enthusiasm for this role. Please let me know if there is any additional information I can provide to assist in your decision-making process.

Best regards,

**Nirav Patel**

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## **7. Acceptance Letter**

**Subject:** Job Offer Acceptance – [Job Title] – Nirav Patel

Dear [Hiring Manager Name],

I am delighted to formally accept the offer for the [Job Title] position at [Company Name]. Thank you for this opportunity; I am excited to join the team and contribute to [Company Goal].

As discussed, my start date will be [Date]. I have reviewed the offer details and will return the signed documentation by [Date/Time]. I look forward to starting this new chapter with you.

Sincerely,

**Nirav Patel**

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## **8. Declination Letter**

**Subject:** Job Offer – Nirav Patel

Dear [Hiring Manager Name],

Thank you very much for offering me the [Job Title] position at [Company Name]. I appreciate the time you and your team took to interview me and share more about the company.

After careful consideration, I have decided to pursue another opportunity that aligns more closely with my current career goals. I was very impressed with your team and wish you the best in finding the right candidate for the role.

Sincerely,

**Nirav Patel**

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## **9. Leave-of-Absence Request**

**Subject:** Leave of Absence Request – Nirav Patel

Dear [Manager Name],

I am writing to formally request a leave of absence for personal reasons from [Start Date] to [End Date]. I plan to return to my position on [Return Date].

To ensure a smooth transition, I will complete my current tasks before my departure and have prepared a status report to assist the team. Thank you for your understanding and support.

Sincerely,

**Nirav Patel**

# Module 1

# Nirav Kachhadiya

(Digital Marketer)

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 rajkot

 19 Aug, 1999

 <https://www.linkedin.com/in/nirav-kachhadiya-943955380/>

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Motivated Digital Marketing Intern with experience in SEO, social media management, Google Ads, and content creation. Skilled in Canva, Google Analytics, and Meta Business Suite. Currently interning at TOPS Technologies, contributing to digital campaigns and optimizing content for better reach. Passionate about digital trends and innovative marketing

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## Education

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|-------------------------------------|-----|------|
| • B.Com. @ JECRC university, Jaipur | 75% | 2025 |
| • 12 std science @ SOS rajkot       | 53% | 2017 |
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## Skills

- **Web Servers**

google ads , online and offpage seo



Linkdin 

<https://www.linkedin.com/in/nirav-kachhadiya-943955380/>