January 10,2016

To

**The Managing Director**

Sylhet Women’s Medical College

Sylhet

**Application for the position of “assistant Director”**

Dear Sir,

In response to your job advertisement published in the Daily Newspaper and Notice Board, I would like to apply for the position of assistant Director.

I understand from your advertisement that your organization needs young and dynamic people for working in this position. You will note from my enclose CV that I my education background as well as the full time job assignments during last three of years through which I have had exposure and hands on experience in Hospital Management make me an ideal Candidate for this position.

I believe working in a reputed organization like your one will provide me excellent opportunity for my career growth in the area of Hospital Management. I am confident that if provide the opportunity to serve your organization, I will prove myself to be an important asset for your Hospital through my dedication, sincerity and highest level of professionalism.

I would request for an interview at your convenience. For any query, you can reach me at my mobile 01712-656747. You can also e-mail me at [dr.enamulhaquesumon@gmail.com](mailto:dr.enamulhaquesumon@gmail.com)

Thank you.

Yours truly,

**Dr.Md.Enamul Haque**

Encl: 1. Curriculum Vita

2. Certificates