P.K.D.H.T.Lakmali,

Kimbulawala Rd.,

Igala,

Elpitiya.

17/12/2015

Hayleys Group,   
No.400,

Dean's Road,   
Colombo 10. 

Dear sir/Madam,

**Re: Application for Management Trainee**

I am P.K.D.H.T.Lakmali, a student graduating from University of Kelanaiya with a Bachelor degree of

Biology. I came to know from your official website that there are the management trainee’s vacancies available at Hayleys group. Hereby, I am writing to you to express my extreme interest in joining your company as a management trainee.

During my school days, I was an active member of Environmental Society and was able to work closely with Central Environmental Authority by attending their camps and seminars. I was the Head prefect in my Dharma School and I was a senior guide. Since I am a strategic, Solution Oriented thinker and a team focused individual who is really good with time management, I was able to get selected to a university with my extracurricular work.

I was an active member of both Botany Society and Society of Biochemistry during my university life. I was able to organize many events aiming at enhancing the leadership abilities and innovativeness of my fellow undergraduates. My leadership skills, communication and interpersonal skills were utilized as the Secretary of Society of Biochemistry. I was able to balance my extracurricular activities and academics with a 3.4902 GPA.

The enclosed resume will provide you more details of my extensive background and what I have to offer. I believe that I have the required qualifications for this position and look forward to hearing from you soon.

Thank you for your consideration.

Yours Sincerely,

P.K.D.H.T.Lakmali