

Date: **06th September, 2022**

To
The Head of Human Resource Division
Buro Bangladesh
House No: 12/A, Block No. CEN(F), Road No. 104 Gulshan-2
Dhaka-1212

Subject: Application for the post of **Young Professionals**.

Dear Sir,

I am writing concerning a suitable position in **Young Professionals** with your organization. I have a particular interest in working for your organization and would appreciate being considered as a candidate for employment. I feel I can make a positive contribution to your company.

I have completed **Masters of Business Studies** at European University of Bangladesh, with a Major in Marketing. I am including Microsoft Word, Excel, Access, and PowerPoint. I work effectively under pressure and handle my time efficiently. I have developed excellent communication skills through my supervisory experience and campus leadership roles.

My **Curriculum Vitae** and photo are attached. I appreciate your consideration of my credentials. If I can provide you with additional information, please let me know. You can reach me by email at moshiulislam42@gmail.com or by phone at +88-01749-912520. I look forward to discussing my qualifications with you in person.

Sincerely

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(Md Moshiul Islam)

Enclosures:

Curriculum Vitae and Photo