

# COVER LETTER

Pramila Khadka

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Respected sir,

I am writing to express my interest in the formulating, researching and implementing local policies and programs of government. As, I am familiar with basic as well as advance computer skill and I have excellent oral and written communication skill in Nepali and English. This program is beneficial for me to improve my communication skill and gain leadership qualities.. It is the most appropriate place for me to work where I can challenge myself towards the critical thinking, creativity and innovativeness. Since, I am a quick learner, hard working, ambitious person I would give my full effort towards the success of the project.

Please accept the enclosed resume. Thank you for your consideration and time, I am looking forward for your positive response.

Respectfully yours,

Pramila Khadka