

Pooja James

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Date: November 20, 2024

To,

The HR Department

Brilliant Study Center, Pala, Kottayam

Subject: Application for a suitable position

Dear Sir/Madam,

I am writing to express my interest in a position at Brilliant Study Center, Pala. I recently completed my postgraduate degree in Political Science and possess strong communication skills, proficiency in MS Office tools, and experience in creative writing and design.

I am eager to contribute to your team by leveraging my skills in effective communication, collaboration, and community engagement. I am confident that my academic background and proactive approach would be a good fit for your organization.

I have attached my resume and look forward to the opportunity to discuss my qualifications further.

Yours sincerely,

Pooja James