

Hello, Good Morning Sir/Mam

First of all, I want to say Thanks to you for giving me this opportunity,

My Name is \_\_\_\_\_.

Starting with my Qualification, I am an \_\_\_\_\_ Graduate student from \_\_\_\_\_ (mention the College) with an Overall CGPA of \_\_\_\_\_ in \_\_\_\_\_ (Year). After Graduation, I completed my Internship at \_\_\_\_\_. My strength is Good communication Skills, Attention to Details & Keen Observer, Good at Coordination and problem Solver, Positive attitude, and self-motivation, and am a hard-working person towards my career and my life.

Coming to my weaknesses

I hold myself to very high standards and sometimes put too much pressure on myself.

My short-term goals are first of all getting a job with your company, and then quickly learning the role, getting to know my team, and becoming a productive and reliable member of the organization.

My long-term goal is to gain leadership experience, preferably within your company.

In my family, we are \_\_\_\_\_ members.

So, this is all about me.

And Once again thanks for giving me this opportunity to introduce myself.