

Date:11/08/2024

To,

The Head of The Department

Computer Engineering

Bajaj Institute of Technology, Wardha.

Subject: Application for applying for post in the forum of Network Bit.

Respected Sir/madam,

I am interested for the post of additional General Secretary, Graphic committee and technical committee which is the part of Executive Committee. I already have a habit of noting down important pieces of information in a brief manner which is easy to understand, so it would be easy for me to keep the records and maintain the reports for future reference as general secretary. I am good at summarizing the detailed reports and information in the most efficient way. And hence, I am interested to be a part of the graphic committee in the forum. I am quite familiar with computers in technical aspects as well and bugs which computers may run into while handling them such as driver issues and connectivity issues so I see myself as fit for the role of technical committee.

I assure you that if you appoint me for these responsibilities, I will give my best to ensure a stress-free environment for everyone by contributing in various forms of participation.

Thank You.

Your Sincerely

Shreeyog Sachin Shende

Computer Engineering (B)

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