

Shaheem Javied

sjaveportfolio.github.io/portfolio | 354229040@student.dpcdsb.org

3 JUNE, 2024

JANE DOE

International Communications
123 Main St.,
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email@domain.com

Dear Employer,

I am looking to run the role of Business Consultant because I find that my expertise may come in handy to this role.

I have experience in many pieces of software and knowledge of them. I am able to assemble a spreadsheet that includes different functions and formulas that can be used to use spreadsheets to the most. I have experience in using Word Processing Software like Microsoft Word to develop documents that are well written, while utilizing the many features provided to produce documents that look enticing to read, and has proper grammar and punctuation.

If you would love to discuss any extra information, please contact me at 1-123-456-7890, or you can also email me at 354229040@educ.dpcdsb.org.

Thank you for your time. I hope that my expertise will come in handy to you and your company.

SHAHEEM JAVIED