54 Mughal House, Tench Road

Rawalpindi Cantt

April 3, 2019

Mr. Pierre Agnes

CEO and Co-founder of Roxy

Huntington Beach

California, USA

Dear Mr. Agnes;

I got to know about your organization’s hunt for an internet management coordinator from the advertisement on your official website ([www.roxy.com](http://www.roxy.com)). And I am interested in this position and I promise that I’m the best at what I do in web management and coordination.

My interest and qualification in web management has also inspired me to apply for this job and I’ll be very happy to be at this position as I have a vast experience in web marketing, online campaigning and organizing reports for different companies. I’ve also had the pleasure to be the employee of the month at the previous organization in which I showed my excellence at data management on Microsoft Excel. I’ve also got prizes for best team management at various previous companies due to my skilled team management and excellent communication skills.

I have been a very competitive person in every single field I’ve worked in and this trait of mine proved fruitful for me in every corner of my life. During my bachelor’s degree course, I organized a federation for the web management related queries and tasks and my federation got the “Most Active Student Federation Award” due to its excellent performance and my skilled communication and team management skills. And I’d like to continue this record of excellence and skills at your post. I’ll make sure that you won’t be disappointed.

I hope that you’ll allow me to strive for success at your post for internet management coordinator. I’ll be in USA, California till May 15th and I look forward for an appointment with you to discuss this possibility.

Sincerely,

Shuja Khan