

"নোট শীট"

ফাইলের নাম: software প্রস্তুতকরন

বিষয় : software চালু করন প্রসঙ্গে

বিবরণ :

প্রশাসনিক কাজের প্রয়োজনে একটি ERP সফটওয়্যার চালু করা প্রয়োজন।




বিষয়টি বিবেচনা করা যেতে পারে

Please Take necessary step



Admin

System Analyst

Sl	Approval Name	Signature	Remark	Remark Date
1	Mr X		initiate	13/03/2022
2	Managing Director		send for apporval	13/03/2022
3	Chairman		Approved .take action	13/03/2022

Sample Elementary School Principal Cover Letter

Your Name:
Address:
Contact Details:
Email Address:

Date: MM/ DD/ YYYY

Employer's Name:
Designation:
Company's Name:
Address:

Dear Mr. / Ms. (Employer's Last Name),

I am interested to work in your organization (mention the name here) as an elementary school principal. I was excited to learn about your post at (mention the source of the job vacancy) and have all the required experience and qualifications for the position. Please accept my resume which I have enclosed with this letter.

I hold a masters degree in education and also have a professional license in teaching. After completion of my masters, I worked as a teacher at (mention the name of the institute) for five years. I have demonstrated leadership abilities by working with students of different age groups and leading their projects.

Later, I was promoted to the post of an elementary school principal in the same institute. I have been in this profile for the last seven years. I am well aware of the duties and responsibilities involved in this work profile. My key role was to direct and focus on the school's vision and goals. I made sure that the program plans that were prepared helped in the development of the institution. Apart from this, I supervised the staff and ensured that the children get the best and the highest level of education. I have interacted with the parents as well and answered any queries related to their children.

I would appreciate if we can meet up for a follow up interview where in I can show you some of my work and discuss on this more. If you have any questions related to my work, please call me at (insert contact details) or you can email me at (mention your email address).

Thank you,

Sincerely,
Your Name:

Enclosures: Resume and Work Experience Certificates