

Dear Ma'am/Sir,

I have done Engineering and Masters in Business Management from Cardiff Metropolitan University, Cardiff UK and have more than 7 years of experience in Student Recruitment, Business Development, Marketing, Complaint Management and Client Relations. I am well versed in communication, Coordination, Compliance processing. I believe that I have all the skills required to perform the job admirably.

I am extremely efficient and detail oriented and I work well with clients, employees, and supervisors, and love being Student Recruiter, as I am very good at it. I believe I am suitable for the job in view of my work experience, knowledge and long term aspirations within the administration.

I am highly skilled in providing sales, marketing, business development and Customer servicing etc. Since good client services are the base of all successful businesses, I have good skills to care for clients so that their needs are met – which ensures their loyalty.

Please allow me to explain briefly the contributions I would make to your company. Currently I'm working as a Manager – Partnerships for an overseas education based out in Delhi, India.

I am confident that my professional knowledge, work experience and motivation make me a suitable candidate for the job you may have that matches my profile. My resume is enclosed herewith which will provide you with further details regarding my skills and abilities.

I appreciate very much the time you have taken to read my application and I look forward to hearing from you.

Yours Sincerely

Pranjal Choudhary

+91 850601777