

Respected Sir/Ma'am,

I Jaya Sharma would like to inform you that I wish to apply for the current role of associate in your honorable company.

I have more than 4 years of experience in handling documents and visa filing along with coordinating over calls, chats and mails. Combine all my experience with my talent like work ethics, eager to learn new things and punctuality etc. makes me a perfect match for the current opening.

It is my sincere hope that we will meet for an interview to discuss any questions you may have. Please feel free to call me at 9582980026 or you can email at sjaya24081994@gmail.com

Thank you for your time and consideration.

Yours truly,

Jaya Sharma