Cover - Letter for the post of Relationship Management Associate, New Delhi

Hi, good morning!

Hope you are well. I am writing to you as I wish to explore the possibility of joining your reputed company.

To briefly describe my career history, I would like to share that I started as Community Development officer with Rajasthan Forest department on the UN WFP project, for sustainable joint forest management (JFM) where I had the opportunity of supervising need-based works in 80 remote forest villages in 4 districts of south Rajasthan.

Thereafter, I have pursued an extensive academic career involving teaching and coordination in schools in Mumbai and Delhi NCR.

For the last 6 years, I have been teaching and managing international online courses in Business English for MNC employees and last 1 year as a Program Manager I have been arranging cultural and language training, for employees on overseas assignments, as part of their Global Mobility benefits.

**Last 4 years of my career have been specifically in client management and customer support which would now help me take the responsibility of Relationship Management Associate with great confidence.**

My communication skill is my biggest strength and I firmly belief if presented adequately, one can convey the required message in the right perspective and help customers take informed decision without any hesitation.

I wish to join your reputed company as it will help me further diversify my role and strengthen my assets as I will be working with and learning from **the best in the field of education consultancy business.**

Looking forward to hearing from you and would be happy to have a chance of meeting and discussing further.

Thanks, and kind regards,

Riti Lal

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