From

P. Gautham,

W-2/69, Ulagappampalayam,

Nammakal.

To

The Management / HR,

The Chopra Global,

India.

Respected Sir,

Sub: Requisition for the post of field officer at districts – reg.

I'm Gautham Palanivel from Dindigul, currently located as mentioned above and working as a Public Relations Officer at Vivekananda Educational Institutions for Women, Trichengode. Actually, my role is concerned towards visiting the schools and communicating with the students directly for the purpose of admission promotion towards the institute. Though, I came to know that our institute is interested in promoting the academic excellence, pride, familiarity that which is based on boosting up the admission of the institute, I’m interested in doing it with our institution and so I do have a best experience for merely a year in visiting many schools – Students & Parents for the admission promotion. I can assure for sure that, I will promote our institute's excellence, pride, fame over towards parents and students and also the level of admission ratio will be at a high progressive mode. Therefore, I’m glad to apply at a national eminent institution where there I can expose all of my best talents at a finest level and also I declare hereby that I will be as the best cadre for where our institute will be one of the paramount institutes at the world level soon. Thus, I humbly anticipate your favourable reply.

Thanking you.

Date: 24/01/2020 Yours Truthfully,

Place: Dindigul [P. Gautham]