Dear Sir/Madam,

I am interested and would like to apply for the post of Relationship Management – Analyst. I feel that I would be the perfect candidate for this job.

I am currently pursuing PhD in Literature from Manav Rachna International Institute of Research and Studies. I have also completed my Master’s Degree and Bachelor’s Degree in English Language and Literature from St. Bede’s College, Shimla. I have a background in drama and composing poetry and have won various awards and accolades during academics. I have great leadership qualities and know how to tackle various situations with confidence.

Moreover, I have good communication skills and excellent knowledge of English. Basic knowledge of German and French language. I am capable of explaining as many times being asked. I have lots of patience as well as creative skills.

I have enclosed my CV for your perusal and I am available for the interview. I hope to hear from you soon.

Yours Sincerely,

Shivshakti Mehra