***H/Dr. Abdullah Khurram***DHMS. RHMP. B.Sc Medical, Masters in Emergency &  
 Intensive Care, Disaster Risk Reduction Manager

**Current address:**305, Pindi-Hazara Hotel  
Murree Road, Rawalpindi  
Pakistan

**Permanent Address:**56(A), F-Block, Johar Town  
Lahore, Pakistan

Mob: +923317129200  
Email: [intensivist87@gmail.com](mailto:intensivist87@gmail.com)  
  
Dear HR Officer,

I am writing this letter in response to your job advertisement on your Organization’s website. I found that the job I am applying for is very relevant to my expertise and I found myself the best candidate for this post. I found that I can deliver the best performance for your organization because I have the most suitable skills and knowledge for this post.

Other than knowledge and technical skills, I have a very positive attitude towards work. I work devotedly and very sincerely. I found myself very keen towards the work assigned and I always delivered more than the expected. This quality makes me stand out of the crowd.

Having a polite and supportive behavior never let me loose temperament whatever the conditions are and a firm but flexible attitude never let others to force me for something unwanted. This personal quality also makes me a strong personality from inside and developed the skills of working in a team. I have good communication skills and convincing power which will be an additional benefit for your organization.

I have always worked at management and administrative level which nourished me as a good manager and organizer. All my skills combined with the exposure I had working at management and administrative levels motivated me to give my abilities to serve your organization to attain the targets by bringing the best out of me.

A mature and deep sighted approach towards the management of humanitarian works developed me as a good humanitarian worker. I hope my skills like Medical emergency expertise and disaster management expertise coupled with administrative/ management ability makes me the best candidate for you organization.

Please feel free to call me any time on this number **+923317129200**, Thank you for your keen interest in my application. Thanks in anticipation, hoping a favorable response in this regard.

***H/Dr. Abdullah Khurram***