

Application To the Manager of a Commercial Firm for Job

Question: Write an application to the Manager of a commercial firm for a job.

Answer:

20 September 2013

The General Manager
Riya Garment Factory Ltd.
Tongi, Gazipur

Subject: Prayer for the post of Assistant Manager.

Dear Sir,

In response to your advertisement published in “The Daily Star” for the post of Assistant Manager in your reputed firm, I want to offer myself as a candidate for the post. My cv is given below for your kind consideration.

Curriculum Vitae:

Name: Muhammad Mazharul Islam

Father's Name: Late Siddikur Rahman

Mother's Name: Mst. Mahmuda Khatun

Date of Birth:

Nationality: Bangladesh

Religion: Islam

Marital Status: Unmarried

Permanent Address: Rasulpur, Gafargaon.

Present (Mailing) Address: Gagivila, Eshandi Sarker Road, Dattapara,

Tongi.

Education:

a. B. A. (English), 2nd class, National University, 1998

b.

c.

Experience: Worked as a part-time English Teacher at Pilot School and College from April 2011- December 2012.

I, therefore, look forward to hearing from you soon.

Yours faithfully,

Mazharul Islam (Mazhar)