

Cover Letter for The Post of Assistant Manager

Question: Suppose, you are Arif Hossain. You have seen a job opportunity in ACME Company Ltd. The company has asked to apply through email at the address: job@. Now, apply for the post with a CV through the mentioned e-mail address.

Answer:

To: job@

Cc:

Bcc:

Subject: Application for the post of Assistant Manager

Manager 25 August 2018

The Managing Director

ACME Company Ltd.

Motijheel, Dhaka.

Dear Sir,

From your advertisement on , I came to know that you are going to appoint some Assistant Managers for your organization. I am applying as one of the candidates. For your kind information, I should inform you that I am a science graduate. I have also some job experiences in the field of pharmaceuticals. I am highly interested to build my career in this area. I believe that I have both requisite qualification and enthusiasm for your advertised post.

I shall look forward to hearing from you.

Sincerely yours,

Arif Hossain

20/3 Mirpur Road
Dhaka