

13.12.2020

HR Manager

Sultan IT Institute

Dholaikhal, Dhaka

Subject: applying for the post of Trainer of Graphic Designer

Dear Concern,

This is to inform you that, I have applied for the post of Trainer.

I humbly request you to go through my letter.

I have done my diploma on graphic design from Daffodil International Professional Institute (DIPTI). I am well skilled in computer work an ICT as well.

I have good knowledge about the tools of Graphic Design and MS Office.

I am confident enough to write that I can be one ideal candidate for your open position. I hope you will like my CV and portfolio link attached to this letter. I humbly request you to just take a look and give me a chance to show my ability in person.

I think my qualities are suitable for this post. It would be an honor for me to present myself at the interview board and prove my worth.

Therefore, I would like to request you to call me for the interview. I will like to request you to go through these papers.

Attachments

1. Curriculum Vitae
2. portfolio link : <https://www.behance.net/asifashrafy130393>

Thanking You,

Asif Ashrafy