

July 05, 2021

Head of Human Resources Department
Sonali Bank
73/3, Motijheel Commercial Area
Dhaka, Bangladesh

Subject: Application for the post of Management Trainee

Dear Sir / Madam,

You have advertised in “The Daily Star” of July 03, 2014, for an ambitious and hard working management trainee. My BBA degree in Management and MBA degree in Human Resource management fit well with your required qualifications. Moreover, six months internship in the Human resource Department of a private bank makes me confident for this job. I consider myself to be the type of employee you wish to hire. The enclosed resume gives you details about my personal inventory.

I am confident that with my education and talents I can contribute in accelerating growth and efficiency of your bank.

Sincerely,

(Your name here)

Enclosures:

1. Resume.
2. Attested photocopies of all certificates.