

**Your Name**

Your Designation

**Your Company Name**

**Your Email**

Mobile Number

**Address-1**

**Address-2**

24 September 2021

The Head of Human Resource  
Tanvir Academy Limited  
Mirpur-1, Dhaka-1216, Bangladesh.

Subject: Application for the post of “Divisional Sales Manager”

Dear Sir,

In response to your job advertisement published in bdjobs.com dated 28 Sep 2020. I would like to introduce myself to you as I believe I have the skills, qualifications, and experience necessary to make a significant contribution to your organization.

I have got my Post graduation degree Master of Business Administration (MBA) in Marketing from IBAIS University.

I have 12 years of experience in sales and marketing sector. Also, I am a professional Microsoft Office Trainer. I am self-motivated, energetic, enthusiastic and ever ready to learn new thing. I am confident to ensure the highest level of professionalism and commitment to my job.

I believe working in a reputed organization like your one will provide me an excellent opportunity for my career. I would truly be grateful if I finally selected for that post and I will prove myself to be an important asset for your company through my dedication, sincerity and highest level of professionalism.

Sincerely  
Tanvir Rahaman