

June 9, 2021

Head of Human Resource Department
Squire Pharmaceuticals Ltd.
Dewan idris Road, Jirabo Savar Dhaka
Dhaka-1340

Subject: Application for the position of marketing officer.

Dear Sir or Madam,

I came to know from bdjobs.com that you are going to recruit for the position of marketing officer. I believe my experience and education will make me an ideal candidate for the above mentioned post. All the necessary information is given in the curriculum vitae attached with the application for your kind consideration.

I have no doubt a few minutes of your time with me will convince you that I can be an asset to your company. I would highly appreciate it if you call me for an interview.

Yours sincerely

(Your name here)