*[Date]*

***[Recipient Name]***

*[Designation]*

*[Company Name]*

*[Mailing Address]*

*Dear Sir,*

*Subject: Applying for [Position Name] position at your well reputed conglomerate*

*In this global economy your organization needs someone who can understand how things are working in different parts in our country? You need someone who can understand the core business values of your company. Also, you need someone who can communicate with your clients through effective media. My name is [Your Name] and I am that person.*

I am humbly requesting for the opportunity to work as an Intern at your reputed *[Company Name]*. I am Highly self-motivated student of *[Department Name]*, Major in *[Mention your Major]* of *[University Name]*, *[Country]*. I have successfully completed 120 credits out of 126 credits and till now maintaining 3.67 CGPA. I amskilled in *[Mention 2 skills, Example: Payroll management & HR Assessment Tools]* with proven communication and Teamwork skills.

*From the past 4 years during my university life, I have been involved with many clubs and some of the reputed youth organizations of the country where I worked as one the key members which helped me to sharpen my knowledge and skills. During my study period, I have attended many workshops, seminars and online courses where I learned some of the hard and soft skills related to my desire field of work. I have been told by many of my friends that I have limitless energy, High sense of Humor and Smile which makes me unique from others. I am a multilingual person and so far, I have traveled 10 Districts of Bangladesh.*

*I believe that success can be achieved through hard work and I hope you will help me to prove my faith by giving me the opportunity to work in your organization. I am looking forward to hearing from you soon.*

*Your Sincerely,*

***K M Hasan Ripon***

Encloser:

*Attached My Resume (PDF),*

*My Video Resume Link:*

*My Website Link:*