

The Manager-HR

QuickShot Enterprises

Belvedere Road

Birmingham

Dear Sir:

Employment in your Organization

I attach herewith my resume for your favorable consideration of suitable entry level placement in your organization.

I have graduated in general arts from Manchester University with English as main subject with other subjects like Commerce, General Studies as important subjects. I have good command of written and spoken English with ability handle self correspondence. I can operate computers, Internet, can receive and reply emails besides coordinate with other employees in the same and other departments to arrive at justifiable conclusions.

I am planning to pursue further studies but for paucity of funds, I am unable to do so. However, once I start earning, I will pursue without affecting my job. I am also poised for undergoing any job related raining program which I will pursue diligently and put to use the knowledge acquired in my day to day job.

I trust my foregoing particulars with those in the attached resume meets your approval and look forward to receiving a favourable communication.

Thank you

Martha Davis