

Numan Latif

Multan, Pakistan

Dear Concern,

I believe that I am qualified for your position and would like to have the opportunity to meet with you to explore how I may be of value to your company. In response to your ad, please consider my resume in your search for a suitable candidate meeting your exact requirement.

I look forward to hearing from you in the near future to schedule an interview at your convenience, during which I hope to learn more about this position and how I might contribute to company's success. I believe that if I had the opportunity to interview with you it would be apparent that my skills are a good match for this position. Please find enclosed a copy of my resume for your review. I believe the combination of my skills, work ethics and experience offers me the unique opportunity to make a positive contribution to your company.

I would appreciate an opportunity to discuss my abilities in more depth, and I am available for an interview at your earliest convenience. Please accept my resume.

Regards

The logo for HR Solution features the letters 'HR' in a large, bold, grey font. To the right of 'HR', the word 'solution' is written in a smaller, red, lowercase font. Below this, the phrase 'Your Job Partner' is written in a light grey, spaced-out font.

HR solution
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