

Dear Human Resource Manager,

I hereby write to express my interest in a job as a data entry clerk in the Africa Indoor Residual Spraying project with USAID to reduce the burden of malaria in Africa. I became aware of this job through Times Newspaper.

I am motivated by the aim of this project to promote good health. Based on my skills and experience in data collection, entry, cleaning and analysis; I believe I am the best candidate for this position.

I have experience in data collection for both qualitative and quantitative data. I have participated in field data collection for socio-economic analysis and data for plan preparation in various areas. I am a graduate of BSc. Statistics. I have had professional training in SPSS and computer packages. I communicate effectively, am a team player, flexible, and have excellent interpersonal skills. I am also proficient in basic computer, database management, and Microsoft office suite.

I am proficient in using mobile data collection, interviews, and questionnaires as tools for comprehensive data collection. It is my belief that my skills and experience will make a tremendous contribution to your organization. Yours Faithfully, Jan Green  
Respected Sir/Madam, Subject: Job Application request for the position of "Business management faculty" I am an aspirant Management Professional, done MBA in Marketing Management from ITM [Institute for Technology & Management] Deemed university, Navi Mumbai with first class. I completed my graduation in B.E (Electronics & communication Engineering) with first class from V.N.S.G.U. Surat.

I was associated for two Major Marketing project at Pantaloon Retail India Ltd, Mumbai I would take it as a privilege, if I get a chance to associate myself with your Esteemed Organisation to

give better pace to my career. As I firmly believe that this would give me Immense Exposure and a correct platform to get a glimpse of corporate world and would help me improve my personal skills and competencies.

I sincerely wish to add value to the organisation with full dedication, my creativity and passion to think differently. I would be highly obliged if you consider my application and give me a chance for the same.

Preferred location:-Surat, Mumbai, Ahmedabad Please refer to the attached Resume. Awaiting for your reply in anticipation.  
Thank you Yours truly.

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