

Date: XXXXXXXXXX

To
Head of Human Resources Department
Company Name
Motijheel Dhaka

Dear Mr. /Ms. ABC OR can mention Sir/Mam

I'm MNP Hasan, graduate of North South University. I'm writing to apply for the Executive Marketing and Communication position at **(Company Name)**, posted in Career and Placement Center Page/Website of North South University. I'm very excited about the filed to work and would welcome the opportunity to bring my strong communication skills, creativity, and marketing experience of learning to your organization.

(Company Name) committed approach towards its employees are very much appreciable within the corporate world. All of my friends who have done their internship or their extended family members who use to work for you, everybody was very supportive when they heard I want to build my career with your organization. The client portfolio that your organization has like: GrameenPhone, Banglalink, Teletalk all of them are at my priority list. You would be happy to know that, in my MKT 337 course(Integrated Marketing Communication) I have managed to plan a new product banding project for the telecom agencies of Bangladesh, and I would happy to have a chance to meet you to present my idea further. Additionally, with so many competing events on campus each day, I had to continually be creative in my approach to developing and delivering content that would be compelling and effective. As a result of my effort in my CV you will see I have mentioned **(two/three of your projects/assignments)** that talks about current marketing trends and the change to comply with. I'm excited at the prospects of bringing the skills I develop through this experience to the position demanded as an Executive Marketing and Communications role at **(Company Name)**.

Thank you for your consideration. I very much look forward to the opportunity to speak with you in person about my interest in this position.

Sincerely
Your name

IMPORTANT POINTS TO REMEMBER

1. Please be noted if in the vacancy announcement, it is mention to direct the letter to the MD or CEO than, mention them as required.
2. Do not over space in-between the lines, follow the exact spacing that has suggested.
3. Using of company address is optional, if it is given you can use it, if not than you do not need to, rather you can also use the area name like : Motijheel and then Dhaka 1222
4. It is advice to follow the exact length of writing if possible.
5. Please be grammatically correct.
6. DO not say or talk about unnecessary topics.
7. Suggested to be specific towards the position you are applying for and do not overwrite your qualifications.
8. Always have a match with your educational background, your interest, your experience, your projects and assignments with the position you are applying for.
9. If the name of the Head of HR, MD or CEO is given to understand the gender of that particular individual than mention accordingly otherwise use both way like Sir/Mam or Mr. /Ms. would be preferable when the gender is unknown.
10. DO not forget to add date.
11. Please use correct way of spelling.
12. DO not fully copy the sample, remember the sample is to give you a guideline, based on your preferable position the wording and sentence and way of expression will change.
13. Change the inner body of the cover letter based on the vacant position you are applying with incorporation with your major subject.

Thank you
Job Counselor