

Job Letter with C.V.

29th March, 2021

To
The Head of HR
Estern Bank Ltd.
Head Office
Motijheel, Dhaka

Subject: Application for the post of an officer

Honorable Sir,

In reference from your advertisement in ‘The Daily Star’ on 25th March, 2021 for the post of some officers in the Estern Bank Ltd. I beg to offer myself as a candidate for one of the posts. My C.V. and other necessary papers are attached herewith.

I, therefore, hope the extended consideration at your end so that I can participate in the selection procedure to get the job and oblige me thereby.

Faithfully Yours
Mim Akter

Enclosures:

1. One copy C.V.
2. Two copies attested photograph
3. Photostat one copy-----
4. Photostat one copy-----
5. Photostat one copy-----
6. -----

C.V. of X

Contact: Mailing Address

Phone:

mail :

Objective

My objective is to -----

Present Status

Academic Information

MBA (Master of Business Administration)

Major:

Result:

Year:

University:

BBA (Bachelor of Business Administration)

Major:

Result:

Year:

University:

HSC (Higher Secondary School Certificate)

Group:

Result:

Year:

Board:

SSC (Secondary School Certificate)

Group:

Result:

Year:

Board:

Skill

1. Fluent in speaking and writing in Bengali and English language.
2. MS Word, Excel, Power Point, and Internet Browsing.
- 3.
- 4.

Extra Curricular Activities

Experience:

University Experience: 1.-----

Working Experience

Personal Information:

1. Name :
2. Father's Name :
3. Mother's Name :
4. Present Address :
5. Permanent Address :
6. Date of Birth :
7. Nationality :
8. Religion :
9. Marital Status :

Reference:

1.
Name :
Designation :
Office Address:
Phone :
Email :

2.

Name :

Designation :

Office Address:

Phone :

Email :

Signature

Date

Daily Star, 25th March, 2021

Officer Recruitment of Estern Bamk Limited.
Estern Bamk Limited. Needs some smart officers
With MBA
Apply to the head of HR within 10th April, 2021
The DG of EBL
Head Office
Motijheel, Dhaka

Letter to the Editor

10th September, 2011

The Editor
The Daily Star
Dhaka

Subject: For publishing a letter about -----

Dear Sir,
I shall be highly pleased if you kindly publish the following letter in the column section of your esteemed daily about -----.

With Thanks
X

About-----

----- is one of the major problems in Bangladesh. -----

----- I want to draw the attention of the authority through my writing to take the proper steps against -----.

Khulna
X