

GOHAR AFAQ QURESHI



+92-333-9522416
goharq@gmail.com

COVER LETTER

To,
HR Manager,
Respected Sir,

Please accept my letter and resume for relevant job. I have completed Masters in Economics from Gomal University in 1994. I have more than 18 years of experience in Administration & HR in a construction company in Saudi Arabia since 2007 to Jan 2019. Presently I am looking for responsible and challenging assignment that will foster my advancement and long-term relationship in an organization where my ability and experience could make a significant contribution towards corporate objectives.

I am energetic person with leadership qualities and excellent communication skills at my levels. I am confident, if given an opportunity I could be a consummate and hard working member of your company.

Herewith, I am forwarding my brief resume for your proposal, kindly go through the same and if I could present all my credentials that you might care to read-through and would be much pleased if you call me for an interview.

Thank you for reading my letter.

Yours Sincerely,

(Signature)

Gohar Afaq Qureshi
0333-9522416