

Research paper on
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As mentioned in my resume, I have a professional experience of almost 4 years in journalism as well as in administrative capacity. I have worked as a trainee at a bank, hotel, travel and tourism group as well as a TV channel which provided me with varied industry exposure. These experiences have developed my qualities of being flexible, focused and diplomatic those prove to be must for such positions. I have been continuously upgrading my knowledge and shall bring in all the learning and insights that I have gained through these experiences into the job.

Having worked in four different industries, I believe my experiences are diverse in nature, have imbibed in me the understanding of any situation from different perspectives and how different people would respond altogether. I have had the opportunity to know about human resource policies, procedures followed and the protocol that is necessary to enforce them without liability, in a standard frame of ethics. These different organizations that I have worked with have helped me improve my organizational skills, attention to minute details and the accuracy and speed of my work.

Along with being a skillful user of computer softwares and internet, I also have good communication skills. I can be an equally good leader and a team player when it comes to team work. Apart from these qualities, I also have strong problem solving and logistic planning skills, cognitive faculties and subject oriented attitude. All this, combined with my motivation and passion towards work, makes me a worthy candidate for the post.

As a self motivated person, I shall endeavor to bring an entrepreneurial spirit and increased potential to my work. Looking at opportunities as a chance to make some value additions to my own qualities and career, I will always
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strive to perform the best.

Looking forward to meeting with you for an interview, or any other discussions, at a mutually agreeable time. Thank you for your time and consideration.

Best Regards,

Very truly yours,

[Ph. No.][email address]