**KALEEM ULLAH FAAYEZ**

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16, Jun 2025

## To The Director,

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Greet the Director and state that applying for Computer Operator/Assistant Accountant/ Teacher. I found the position and express enthusiasm for this job. I heard about the position from a Site.I have done my Master in Political Science with M.Ed and B.Ed as well as Diploma in Information Technology .I have experience in Computer Operator for More than 5 Years extracurricular activities. I have working in Office Management together I can apply them to this job position .My achievements awards is to provide full time job and better for the institute

I am able to maintain any type of situation. My hobby is to read, write books .I can play Cricket, Football and Batminton as well.

Thank the employer for their time and request an interview. Mention that you look forward to hearing from them soon.

Sincerely,

Kaleem Ullah Faayez