

Cover Letter

Neha Adangle

Date: 04/12/2022

RE: JOB APPLICATION – sales executive and sales manager

Respected Sir,

I am writing this letter to you regarding the position of sales executive and sales manager that has recently opened up in your company. I came across this position on LinkedIn and was pleasantly surprised to find that I have all the required qualifications for this job.

I have studied Bachelor of Commerce in management studies from Mumbai University – S.K Tilak College of Science and Commerce. Currently, I have been a good student the entire term of my study in the University. While pursuing my degree I have done Basic SAP fico course

While attending classes, I also have done The Fundamentals of Digital Marketing certification, MS Word and MS Powerpoint course. As well I focused my attention towards other co-curricular activities, like being part of many events, Traditional Day, Cultural Day, Friendship Day, Freshers Day, Farewell, Annual Fest, etc. This has helped me develop communication, presentation, marketing skills required for this position. I have also done research about “Consumer Impact on ITC Classmate Notebook” for my project research. This helped in developing my research and analytical skills.

I would be grateful to have an interview session with you. Looking forward for the same.

Sincerely,

Neha Adangle

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Neha Prakash Adangle

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Education Qualifications:

Degree	Institute	Board/University	Year	Percentage
S.S.C.	St. Xavier's High school	Maharashtra Board	2018	84.20%
H.S.C. (Commerce)	Tilak Jr.College of Science, Commerce and Arts, Seawoods	Maharashtra Board	2020	61.20%
Bachelor's in management studies III Year	S.K.Tilak College of Science and Commerce, Seawoods	Mumbai University	Pursuing	77.92% (average of sem 1 to sem 5)

Additional Certifications:

- Currently pursuing Employability Skills and Placements Training.
- MS-CIT.
- The Fundamentals of Digital Marketing.
- SAP
- MS Word and MS Power point.

Research Project:

- Ongoing research on "Study on customer Impact On ITC Classmate Notebook" through questionnaire and feedbacks by google forms.

Personal Details:

- Address –Suraj apartment, sec-3, Nerul East, behind the parshik bank, Nerul Navi Mumbai Mumbai- 400706
- Date of Birth: 16 Feb 2002
- Hobbies: Singing, Dancing, reading, Travelling and exploring myself, playing tennis, basketball, football, etc.

