

COVER LETTER

Subject: Application for the position of “ _____ ”

Dear Sir/Madam,

This letter serves to introduce myself through an attached copy of my resume for your perusal and as an expression of interest in exploring employment opportunities with your organization.

I am a candidate worthy of consideration. I am well respected in my profession as an upstanding, hard-working individual who can be counted on to "get the job done." As a highly motivated professional, I enjoy the challenge of complex, demanding assignments. My well-developed writing and communication skills are assets to any organization.

Though my resume is detailed and comprehensive, it cannot fully demonstrate the manner in which I have achieved success. Character, personality, and the ability to work in a team environment can be evidenced in a personal meeting. I would welcome an interviewing opportunity at your earliest convenience.

I am accustomed to a fast-paced environment where deadlines are a priority and handling multiple jobs simultaneously is a requirement. I enjoy a challenging environment where I have to work hard to attain my goals. My impressive background will provide your department with a self-motivated, helpful, and flexible associate.

Thank you for your time and courtesy in reviewing this material and for your consideration of my qualifications for the open position. Please contact me at: + (93) 781610011 or at your earliest convenience so that I may share with you my background and enthusiasm for the position.

Looking forward to hearing from you a positive reply,

Regards,
Farahnaz “Waziri”

CURRICULUM VITA

FARAHNAZ “WAZIRI”

+ (93) 781610011

OBJECTIVE:

To work hard to achieve my goals in an effective manner, through being an excellent team member and working in accordance with organizational objectives & requirements. To serve and help the community, improve the lives of others and provide them efficient and effective services to the best of my knowledge. To become a successful and results oriented person.

➤ PERSONAL INFORMATION:

- Name& Surname : Farahnaz Waziri
- Father’s Name : Mohammad Farid
- Place of Birth : Logar, Afghanistan
- Date of birth : 12/04/1995
- Nationality : Afghan
- NID No: : 1398-0300-02639
- Gender : Female
- Marital Status : Single
- Present Address : 8th District-Kabul, Afghanistan
- Contact No : + (93) 781610011
- Email Address : farahnazwaziri8@gmail.com

➤ EDUCATION BACKGROUND:

Graduated from 12 grad Zabihullah Esmati high school

Graduated from 14 grad of Razi Institute Health Sciences

➤ **WORK EXPERIENCES:**

- Working in Adi Medical Complex as Manager of Nurses for Two years

➤ **LANGUAGES SKILL:**

Languages

	Reading	Writing	Speaking
▪ Dari	Excellent	Excellent	Excellent
▪ Pashto	Excellent	Excellent	Excellent
▪ English	Very Good	Very Good	Very Good

➤ **COMPUTER SKILLS:**

- Operating systems (Windows 7)
- MS Word

Reference:

Mohammad Farid Waziri
Phone No:0766174301

Halima Waziri
Phone No:0786635475