**SUNITA RANI**

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 Griffin, 4503

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To whom it may concern:

Dear Sir/Madam,

I would like to take this opportunity to submit my application and resume for your consideration. I believe that you are looking for an honest, hardworking person who is a good team player and can work independently with minimum supervision as well. I am confident in my ability to contribute positively to your organization.

I offer you:

• Sound medical knowledge.

• Excellent manners and communication skills.

• Exceptional ability to stay calm in adverse situations.

• Self-motivated and highly organized.

• Active team player with ability to work on own initiative.

• Strong interpersonal skills.

In addition to these, I offer you excellent oral communication skill. The fact that I can speak a few languages (English, Hindi and Punjabi) works to my advantage as I can communicate with customers who don’t speak English at all or don’t speak it well. I am meticulous and dedicated, and open to working in any shift.

My resume provides relevant information regarding my qualifications, professional skills, and achievements. I believe that you will find me to be an excellent candidate to fit in your existing team.

Thank you for your time and consideration and I look forward to hearing from you soon.

You may contact me on my e-mail: sunitasiddhu8@gmail.com or mob.: 0426029723.

Regards,

Sunita Rani.