**Dear Madam,**

As a skilled student currently pursuing my Bachelor of business administration at Nanjing university of posts and telecommunications in China. I am pleased to be applying for a summer intern job at your company .and I am ready to invest myself fully in your company. As I mentioned I am a BBA student which means that I have the ability to be open to all the prepositions and the opportunities in your administrative department, Management, Marketing, HR, Business development etc …. I'm familiar with the key sales and publication techniques , while I had the chance getting a real work experience from 2020 as a call center agent at SFR company, and this has given me an overall knowledge of different aspects of a business while I really had the chance to assist in the event planning and management. However, being fluent and proficient in English and French and also processing excellent communication skills, a highly professional attitude, and an important ability to work and perform well in a team, helped me a lot to be one of the perfect agents in the company and a good student with a high GPA and no retakes from the first year at NJ UPT. Please review my attached resume for additional details regarding my expertise. I look forward to hearing back from you and to discuss the possibility of joining your team. Thank you for your time and consideration.

***Sincerely,***

***IKBAL MOUNTASSIR***