**Cover Letter**

Country Director,

KOICA Bangladesh Office

Level 5N, Grand DELVISTAA, House CES (A) 1A,

113 Gulshan Avenue, Dhaka- 1212, Bangladesh

Dear Concern,

*(EX)*

*I am writing this letter in order to express my candidature for the above mentioned position at Korea International Cooperation Agency (KOICA) Office in Bangladesh. I am an energetic and highly motivated person, keen to serve the society by delivering the best and quality supports*

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*My experience and competencies are outlined in the attached file for your kind review.*

*I believe a relationship with your organization would be mutually beneficial. I will be grateful to you if I have a call for the position.*

Yours Sincerely,

Name

**Curriculum Vitae (Summary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | **Religion** |  | (photo) |
| **Date of Birth** |  | **Marital Status** |  | **Age** |  |
| **Tel No.** |  | **Email** |  | **Sex** |  |
| **Home Address** |  |
| **Place of Birth** |  | **Emergency Contact No.** |  |
| **National ID** |  |
| **License****[Certificate]** | **Types** | **Date of acquisition** |
|  |  |
|  |  |
|  |  |
| **Educational****Background** | **Name of Institution/Field of Study and Degree** | **From****(MM/YY)** | **To****(MM/YY)** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Professional Experience** | **Term of Service** | **Name of Organization/Company** | **Designation** | **Duration** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Family****Information** | **Relation** | **Name** | **Religion** | **Age** | **Occupation** | **Date of Birth** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Current Salary** | US$ | **Expected Salary** | US$ |

*★ If you would like to describe yourself in detail, please include the detailed CV in this file.*

**Duty Performance Plan**

1. **Understanding of KOICA and duty in this position**

*- Explain your understanding on KOICA and its work.*

*- Summarize your duty/ major role of this position.*

1. **Performance Goal**

*- Explain your performance goal to achieve in this position.*

1. **Performance Plan**
2. Bi-letteral Cooperation Programs

*- Write every details of your work plan in this position.*

*- You can suggest any sub-title you want (below 1), 2) is an example.)*

1. Project (Planning)

2) Project (Implementation, M&E)

1. **Other Specialties**

*- Write other specialties that can feature your strength in this position.*

*- Your suggestion or any new proposal related with this job/ position is welcomed.*