**Cover Letter**

Country Director,

KOICA Bangladesh Office

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

113 Gulshan Avenue, Dhaka- 1212, Bangladesh

**Position Title: Administrative Officer**

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

**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. Administrative and logistic plan

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

1. Public Relation

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

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.*

Applicants must submit Resume by BDJOBS Apply Online

and

Cover Letter and Duty Performance Plan by email attached KOICA Format only (koicabd@gmail.com) by 5:00PM, 17 March, 2019. (Please don’t send your resume by Email)

**Important Note:**

1. **Email Subject: [Admin]Name\_ Date of Birth\_ Organization**

Sample Email Subject: [Admin] Md. Fazle Rabby\_050187(DD/MM/YY)\_KOICA Bangladesh