

Anshika Maheshwari

Jaipur, Rajasthan, India
anshika.m@gmail.com

HR NAME

HR POSITION

COMPANY NAME

COMPANY ADDRESS

I hope this message finds you well. I'm writing to express my keen interest in the [Job Title] role at [Company Name], as advertised on [Job Platform/Source]. With a strong academic foundation in commerce and hands-on experience in project coordination and operations, I am confident in my ability to contribute effectively to your team.

Currently pursuing my Master of Commerce from IGNOU, I've complemented my academic journey with practical experience in managing timelines, coordinating with cross-functional teams, and ensuring deliverables meet quality standards. My previous roles as a Junior Project Manager and Operations Executive have taught me the importance of structured planning, adaptability, and clear communication—especially in fast-paced environments.

To further enhance my skills, I completed certifications in Google Project Management and Agile Scrum Foundations. These programs have helped me deepen my understanding of stakeholder management, agile methodologies, and risk assessment—tools I now use to bring structure and clarity to any project I'm part of.

What excites me about this opportunity at [Company Name] is the chance to be part of a culture that values innovation, collaboration, and long-term growth. I thrive in team-driven settings and take pride in being someone who stays calm under pressure and enjoys turning challenges into actionable solutions.

Thank you for considering my application. I have attached my resume for your review and would welcome the chance to speak further about how I can contribute to your team.

Yours Sincerely,

Anshika Maheshwari