

# **Cover Letter**

**Wasiullah Sargar**

**To: UNDP**

- Vacancy No:1
- Reference: 4974

**Position Title: Web Administrator(NPSA10)**

**Dear Sir or Madam**

I am writing in reference to the Web Administrator(NPSA10) as a qualified professional with the experience and strong motivation to excel, I am looking for to use and leverage my experiences and skills in a different organization within the field of administration, financial and procurement management. Therefore, I am excited to learn more about the aforementioned vacancy in your organization and would like to be considered as a strong candidate.

Ideally, this position will allow me the opportunity to utilize my experiences gained working in Administration, IT, Social Mobilizer, Database-administrator, Data-Management, Web development, Data Entry Officer and Projects Manager positions with different organizations. I feel I have the skills and indeed personal abilities, necessary to carry out the tasks which will be given to me effectively.

I consider myself to be mature, self-confident and self-assured and definitely I have the ability to work under any conditions.

**Your Sincerely**  
**Wasiullah Sargar**