PRIYA SHARMA

B.Com Graduate

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14 October 2026

HR Manager
Banyan Retail Pvt. Ltd.
MI Road
Jaipur 302001

Subject: Application for the position of Management Trainee

Dear Hiring Manager,

I am writing to apply for the Management Trainee position at Banyan Retail, which I saw on Naukri. I completed my B.Com from the University of Rajasthan this year and I am keen to begin my career in a company known for training its people well.

During my degree I completed a two-month internship with a local distributor, where I helped track stock, prepared simple sales reports in Excel and spoke with shop owners every day. I learnt to work carefully with numbers, to follow up without being reminded, and to stay polite when things go wrong. As the treasurer of our college commerce society, I also managed a small budget and kept clear records.

I am a quick learner, comfortable with MS Excel and Tally, and happy to work in any department where I can be useful. I am open to relocation and to rotating assignments during the training period.

Thank you for considering my application. I have attached my resume and would be grateful for the opportunity to meet you for an interview.

Yours sincerely,

Priya Sharma

Enclosure: Resume