

COVER LETTER



Atif Shahjad

Hiring Official

Dear Sir,

I am writing to express my interest in joining your organization. With a strong academic background in Psychology and hands-on experience in research, data analysis, creative communication, and technical digital skills, I am confident in my ability to contribute effectively to your team. I am currently completing my M.Sc. In Psychology at Dhaka College (University of Dhaka) and have completed my B.Sc. (Hons) with a CGPA of 3.29. My academic foundation in science, demonstrated by strong HSC and SSC results, has strengthened my analytical abilities.

During my research tenure from September 2024 to February 2025, I contributed to the Social Interaction Anxiety Scale (SIAS) project, assisting with data collection, psychological assessment, analysis, and report preparation, which enhanced my teamwork and practical research skills.

Alongside academics, I have developed technical abilities in MS Office, Python programming, video editing, motion graphics, graphics design, basic web development, and digital content creation. I am proficient in reading and writing English and continue to improve my fluency through academic and creative work.

Beyond my studies, I am a published poet exploring cultural and psychological themes, and I actively participate in creative writing, blogging, spoken word performances, and youth mentorship programs. These experiences have strengthened my empathy, communication, and ability to engage diverse audiences. With my combined academic, research, and creative skills, I am highly motivated to contribute positively to your organization, learn continuously, and maintain professionalism and integrity in all responsibilities.

Thank you for considering my application. I would be honored to discuss how my skills and experience can support your team.

Sincerely,

Atif Shahjad

Present Address: N-12, Block-D, Nurjahan Road, Mohammadpur, Dhaka-1207
Mobile: 01915553757
E-mail: asmailboxinf01@gmail.com

CAREER OBJECTIVE

Seeking an opportunity to contribute to a dynamic organization where I can effectively apply my knowledge of deep human psychology, along with my computer, digital, and creative skills, while leveraging strong teamwork and communication abilities to support organizational goals, enhance service quality, drive meaningful outcomes, and advance my professional growth through continuous learning, practical experience, and hands-on involvement in diverse projects.

ACADEMIC QUALIFICATION

- **M.Sc. in Psychology** — Dhaka College, University of Dhaka — ***Appeared***
- **B.Sc. in Psychology** — Dhaka College, University of Dhaka (2025) — ***CGPA: 3.29/4.00***
- **H.S.C (Science)** — Mohammadpur Government College (2019) — ***GPA: 4.08/5.00***
- **S.S.C (Science)** — Noakhali Zilla School (2017) — ***GPA: 5.00/5.00***

TECHNICAL SKILLS & SUMMARY

Motivated and fast-learning individual with practical skills in **MS Office, Python programming, web development** (with AI based HTML, CSS, Bootstrap, C++), **video editing, motion graphics, graphics design, and digital content creation**. Although I am not yet a fullproof professional, I have completed hands-on training (Level 2–3 certifications), gained real-world experience, and developed the ability to quickly learn and adapt to new tools. I won't say I know it all, I am still learning. Who is dedicated, disciplined, and eager to contribute my skills to any projects while continuing to grow professionally.

WORKSHOPS & SEMINARS

- Psychology Research Methodology Workshop – Dhaka College
- Youth Leadership & Communication Workshop – Youth Development Program
- ActionAid Member – Woman Right Activist Group

TRAINING & CERTIFICATIONS

- Mental Health & Counseling Basics – 2024
- Digital Literacy & Professional Communication – ICT Division (2023)
- Basic Computer Applications – NACTAR
- Python Programming – NACTAR
- Motion Graphics & Video Editing – NACTAR
- Graphics Design for Freelancing – NSDA
- Website Development Fundamentals

PROFESSIONAL STRENGTHS

Analytical Thinking | Problem Solving | Fast Learning Ability | Digital Literacy & Computer Applications | Ethical & Responsible Work Style | Adaptability in Dynamic Environments

COMPETITIONS & CO-CURRICULAR ACTIVITIES

- Top-12 Finalist – Local Newspaper Poetry Competition
 - Participant - Multiple debate & public speaking competitions
 - Active involvement in literary clubs, cultural events, and mentorship programs
 - Published author focusing on cultural identity and psychological themes.
- Here a Book Link to check out online – <https://www.amazon.com/dp/B0B3JVXYLS>

LANGUAGE PROFICIENCY

I can read and write English well and am improving my speaking with time, and I also know a little Urdu and Hindi.

RESEARCH EXPERIENCE

- **The Effect of Perceived Parenting Styles on Self-Esteem Among Students of Dhaka Central University** - Researcher & Data Interpreter (0.3 year)
- **Social Interaction Anxiety Scale Study** - Researcher & Data Interpreter (0.5 year)

HOBBY / LIKES & DISLIKES

Interested in reading psychology, writing, learning new technologies, watching movies and exploring creative digital work. Prefer organized, respectful environments and dislike dishonesty, lack of discipline, and unproductive routines.

KEY SKILLS

Skilled in research-based thinking with ability to analyze information and present clear insights, supported by strong problem-solving and logical decision-making. Strong communication and teamwork skills with a responsible, leadership-oriented approach in professional and client-facing environments. Fast learner with strong adaptability and digital comfort, effective in dynamic and fast-paced work settings.

PERSONAL INFORMATION

Name:	Atif Shahjad
Father's Name:	Mohammad Amir Hossain
Mother's Name:	Hasina Akter
Date of Birth:	1 October 2001
Religion:	Islam
National ID:	6011278550
Home District:	Noakhali

REFEREES

Dr. Abu Syed Mohammad Azizul Islam
Professor, Ministry of Education
Phone: 01680369654
Email: syedazizulpsy@gmail.com
Relation: Academic

Professor Dr. Mosa Akhtara Banu
Professor, Ministry of Education
Phone: 01553388583
Email: akhtarabanu@gmail.com
Relation: Academic