

Dear [Recipient.Name],

My name is [Sender.FirstName] [Sender.LastName] and I am writing to express my keen interest in the available position of position applied at Company applying to. I believe my employment experiences, skill set, and personal qualities make me an outstanding candidate for this position.

In my most recent position as title, I was responsible for a list of responsibilities. My other duties included other duties. In this role, I was very lucky to gain experience in a specific area and further develop my skills, especially skills developed. My success in this position is demonstrated by examples.

Many of my other previous employment experiences have also well-equipped me for the position of position applied. I was employed by my previous employer in the role of previous title for a length of time. This provided a wonderful opportunity for me to hone my skills in skills or areas. My employer taught me to be an excellent employee, as an example of success.

I feel that I have a strong basis in the specified type industry, which would lend itself very well to an applied position. I am a skilled position title and I pride myself on my keen attention to detail in all areas of my work. My employment at company name – as well as other company names – has attuned me to the necessities of clear communication, thoroughness, and working with accuracy and efficiency. I believe I would make an excellent position applied as I would bring to the position not only my skills, but great attributes and personal attributes. With the combination of my enthusiasm and skills, I think the position applied is one in which I would excel, and I believe I would be a valuable asset to your business.

I have attached my resume. Thank you for your consideration. I look forward to hearing from you in the near future.

With Regards,

[Sender.FirstName] [Sender.LastName]