BELETE MISGAN

ADDRESS ADDIS ABABA

PHONE 0918

EMAIL BELETE

October 5, 2022

RECIPANT NAME

COMPANY NAME

CITY

PHONE EMAIL

JOB TITLE

DEAR MR FIRST NAME LAST NAME[]

As an ambitious professional with communication proficiency and extensive Internship Student experience, I was thrilled to learn about the [Target Job Title] opening. I was compelled to contact you with my interest as it would a career highlight to be considered for such an opportunity with [Target Company]. I believe that my professional background and industrialist drive make me an ideal candidate to fill this position.

Please review my attached resume for more details on the following qualifications: [enter Job-related Skill or Accomplishment][enter Job-related Skill or Accomplishment][enter Job-related Skill or Accomplishment][enter Job-related Skill or Accomplishment]

I thrive in high-pressure and fast-paced situations, striving for positive results by applying my [Skill 1] and [Skill 2] abilities. Further, I possess expertise in [Skill 3] and acumen for maximizing performance and inspiring colleagues. I am able to visualize success and identify unconventional yet highly effective strategies for achieving it. I have skillfully balanced organizational objectives and productive relationships, strategizing and recommending ways in which to achieve and maintain a competitive business edge. My leadership and time-management talents have supported my professional growth.

Enclosed, please find my resume for your review. I will look forward to contacting you within the week so we can discuss the next step in your hiring process. In closing, thank you for your time and consideration of my candidacy.

Sincerely,

BELETE MISGAN