[Click to select a date]

Kalong Boniface

Data Analyst

[Address 1]  
[Address 2]  
[City, ST ZIP Code]

(+233)50-616-2161

Kalongboniface97@gmail.com

[Website]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST Zip Code]

Dear [Recipient]:

I am writing in regard to your job opening of [Target Role]. As a candidate with extensive experience in [ Job Title], I am highly skilled in [Hard Skilled to JD].

The opportunity to join [Organization] greatly interests me because [Reason]. As a holder of [Degree, Certificates], I can competently execute [JD Responsibilities]. I believe that I would make a valuable assert to your term and I offer my resume for your review.

As per my professional summary, my qualities and experience make me highly suitable for the role of [Target Role]. I am highly regarded for [Transferable Skills]. I am proficient in [Systems].

Throughout my career, I have demonstrated the highest levels of service and commitment to the mission of any organization I have worked for [List 3-4 Achievements Relevant to the JD].

I would welcome the opportunity to work for [Company Name] because [3 Reason].

I thank you for your time and consideration, and I look forward to hearing from your earliest convenience.

Sincerely,

Kalong Boniface

Enclosure