

SOCIALIST REPUBLIC OF VIETNAM

Independence – Freedom – Happiness

COVER LETTER

Kindly send to: Board of Directors, Human Resources Department and similar at **your company**

Full name: Nguyễn Minh Anh

Date of Birth: 12/12/1998

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Phone number: 0346928135

By looking at your website, I can see that your company is now hiring. I have strong feeling that my skills and abilities are completely fit with your company. Therefore, I really want to work at your company.

I have Bachelor of Science's Degree at Open University of Hồ Chí Minh City in 2020.

Recently, I have completed the Cisco's Operating Systems Basics on May, 2024. Previously, I have completed the CCNA Certificate from VnPro's Academy in 2021.

In addition, I am proficient in English, computer's installation, configure, test, troubleshoot, resolve problems (hardwares and softwares).

For more details, please take a look at my attached CV.

I really want to work in the dynamic, competitive, professional environment at **your company**. I am looking forward to have an appointment with your company in the nearest future.

Best regards,

Nguyễn Minh Anh