

Dhruv Patel

Software Developer

January 15, 2020

RE: [Job Title], [Ref#], [Date]

Dear [Ms. or Mr. Last Name],

I am writing today to express my interest in your recently posted opening for a new [Target Job Title]. I graduated from York University, Toronto, ON with a Bachelor of Applied Arts in Information Technology and am looking to apply my skills and abilities to a challenging, growth-oriented position with a leading company like [Target Company].

I strongly believe that I am a good fit for your company and would love the opportunity to become a valued member of your team.

My hands-on work experience has allowed me to develop [Skill 1] and [Skill 2] abilities. I am eager for the opportunity to learn from and support your team by applying my problem-solving, communication, and teamwork skills.

My focus, as an emerging professional, is to utilize my strengths in [Skill 3] to make a positive impact on the overall organization. I enjoy gathering, organizing and analyzing information, working in groups, and contributing to project strategies. I believe these skills will be beneficial in [Target Job Title] role while further enhancing the excellent reputation of [Target Company].

Please review my attached resume for additional details. I look forward to hearing from you to discuss the possibility of joining your team.

Sincerely,
Dhruv Patel

Contact

Address

Toronto, ON, M1S3H2

Phone

6476879799

E-mail

dhruvp9799@gmail.com