Application letter

Date: - 21, July 2014 E.C Name: - Enkubahri Daniel Getachew

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**To :(”**Any organization Name**”)**

**Dear Sir/Madame,**

I’m writing to you as you are well aware is to apply for the job opportunity your company has put on notice. Hence, I am writing this letter of application to be a member of your staff since I satisfy the necessary criteria set by your organization for applying for the “**Whatever postion**” in your company .I graduated from the university of Gondar in the computer science field and I am writing this letter of application because I am very interested with working within and being a part of your organization.

I have B.Sc. degree in “**Whatever field**”. I am told that I’m good in communication, teamwork, have the ability to grasp new things fast; I am also dual language and feel that employing me in your institution would be a great asset. I hope that my professional qualification and commitment will meet or exceed your requirements and expectations. For more details of my academic background and personal information is attached to my CV.

Kind Regards,

Enkubahri Daniel Getachew