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|  |  | Human Resources Department  [Company]  [Recipient Street Address]  [Recipient City, ST Zip]  18 October 2019  Dear Human Resources,  Please find attached CV with regard to the Manager Trainer role as advertised on the local website. I am currently residing in Moani, but will relocate for the right role.  I am a Manager Trainer with over 5 years’ experience in the Corporate Management sectors, with a range of other skills in administration, project management and training.  You will find that my CV highlights certifications, experience and job specification. A more comprehensive CV with references is available on request.  I have applied for the above position as I feel that it would be a great fit according to the job specification. My experience spans corporate management, having trained in many roles in finance, purchasing and marketing. My roles were as Management trainer and I am certified as a MQT.  I am available immediately for employ.  Thank you for taking the time to review my CV and look forward to hearing from you.  Sincerely,  BL Furkidds  Enclosure |
| BL Furkidds  Manager Trainer **CONTACT** PHONE:  678-555-0103  WEBSITE:  Blfurkidds.co.in  EMAIL:  blfurkidds@co.in |  |