**CHRONOLOGICAL RESUME COVER LETTER**

[DATE]

Dear [RECIPIENT NAME],

Good day!

I am very interested in the job vacancy announcement posted on [SOURCE] as [POSITION] at  [COMPANY NAME].

My work experience is as follows: [DETAIL]

My educational qualification includes: [EDUCATIONAL QUALIFICATION].

I am eager to learn and develop my professional skills and I believe my enthusiasm for work will make me a good addition to your team.

My resume is attached for you to review, with a complete, chronological list of my work and academic history. Please do not hesitate to call me on [YOUR PHONE NUMBER] or mail me at [YOUR EMAIL ID] so that we may discuss this opportunity further.

Thank you for this opportunity, and I look forward to speaking with you soon.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]