**SIMPLE RESUME COVER LETTER**

[DATE]

Dear [RECIPIENT NAME]

Good day!

I am writing this letter to apply for the position of [POSITION] at your [COMPANY].

I graduated with a [DEGREE/DIPLOMA] in [SUBJECT]  from [INSTITUTION NAME]. I have overall work experience of [NUMBER] of [WEEK/MONTH/YEAR] I have relevant skills and experience to be considered for employment at your [COMPANY NAME]. Here is a brief summary for your perusal:

* Academic: [DETAIL]
* Professional experience: [DETAIL 1]
* Relevant work experience: [DETAIL 2]

I have also attached my updated resume for your review. I will make myself available for an interview as per your advice.

Kindly let me know if you need any other information. I will arrange for it to be shared with you at the earliest. I look forward to a favourable reply.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]