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DIBTECH NEPAL

[Company name]

[Company address]

[Company city, state and zip code]

Dear hiring manager [Use their name if you know it]:

My name is [Your name] and I am writing to express my interest in the [Name of position] with [Company name]. I am excited for the opportunity to work for [Company name] because [Provide specific reason]. I would be the perfect candidate for the [Name of position] because [Provide specific reason]. This position aligns perfectly with my goal of [Your career goal].

As a recent graduate from [University or College name] with a [Type of degree] I have the required training needed for the [Name of position] at [Company name]. Relevant course work included [Names of courses]. I graduated with Honors and as a member of [Name of associations]. My prior experience in [Name of position] in the [Name of industry] also gave me the [Relevant skills/experience ] needed for [Specific job responsibility from job posting].

One thing that attracted me most to [Name of company] is [Specific thing you like about the company]. I am also passionate about [Related skill] and volunteer regularly for [List relevant volunteer experience]. I look forward to meeting you in person during an interview to further discuss my qualifications and how I will be an asset to [Company name]. Thank you for your time and consideration.

Sincerely,

[Your physical signature]

[Your name printed]

[Enclosed/Attachments]