

Шаблон сопроводительного письма

Dear HR/Name of recruiter of the ____ Company.

I'm interested in a vacancy on the position of _____, posted on _____ website.

My choice was motivated by interest in designing software/ databases/ programming/ testing/game developing etc. I saw on your website/DOU page/in vacancy description that you're working on projects that are in the sphere of my competence/knowledge/my skills development aim and it's a great field for personal development in your company _____. I have a good knowledge of _____ and currently develop my skills in _____. I have experience in developing _____ in a project/company called _____ where I achieved knowledge of____/experience in____/opportunity of_____.

Also, I would like to notice my strong personal qualities: ability to work under pressure/quick decision making/self-motivation/thinking out of the box/adaptability/good team player etc.

You can find my CV in attachment to this letter with a detailed description of my qualification. I ask you to consider me as a software (frond-end, back-end, wordpress) developer/ QA / PM in the _____ company. It would be a pleasure to meet you on the interview.

Feel free to contact me any time +38 (0____)____-____-____.

Thank you for your time and attention!

Sincerely,
Name Surname