

November 24, 2018
Human Resources Department
ALOGIC Inc.

Dear Sir / Madam,

I have learned of your company through online research using indeed.com database. From my research on your website, I believe that there would be a good fit between my skills, interests and your needs. I would be interested in the position such as Purchasing Coordinator.

As an experienced candidate in International Trade, I have a solid understanding of Windows and MS Office applications and due to being an Australian citizen and living in Australia for ten years, I have a strong background of English. Believing that these skills would benefit the position mentioned above, I enclose my resume which further outlines my qualifications.

I would appreciate to have the opportunity to discuss the position with you, and will contact you as soon as possible to answer any questions you may have. I will also have the chance to complete a company application form, if requested.

Thank you for your consideration.

Sincerely,

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