Dear Sir or Madam,

I am here by applying for any available position within your company that suit my qualification and experience. My application thus seeks to convey a summary of my personal history as well as my professional training, which I am certain, can be an asset to your company. Attached for your perusal is a copy of my resume.

I have limited experience for this job but I am a fast learner and a hard worker, therefore I believe that there is no job to hard for me.

Empirical evidence has proven that being part of a large company which has maintained a reputable image, you will be able to grow professional and personally. Therefore being part of such team if given the opportunity it would enable me to gain experience and my skills to nurture more fully, hence making a fruitful contribution to your organization. In light of the above, I feel certain that your company is the ideal place for me to develop my career path and gain experience.

I would be willing to attend an interview at your earliest convenient

Yours faithfully

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Keivon Joseph