|  |  |  |
| --- | --- | --- |
| Ubaid Aleem     |  | | --- | | **Contact** |     E-mail  duibabiud@gmail.com | 02-01-2020    RE: [Job Title], [Ref#], [Date]s    Dear [Ms. or Mr. Last Name],    I am writing today to express my interest in your recently posted opening for a new [Target Job Title]. I graduated from Mewar University, Rajasthan with a Bachelor of Technology in Computer Engineering and am looking to apply my skills and abilities to a challenging, growth-oriented position with a leading company like [Target Company].    My hands-on work experience has allowed me to develop [Skill 1] and [Skill 2] abilities. I am eager for the opportunity to learn from and support your team by applying my decision-making, critical thinking, and innovation skills.  My focus, as an emerging professional, is to utilize my strengths in [Skill 3] to make a positive impact on the overall organization. I enjoy gathering, organizing and analyzing information, working in groups, and contributing to project strategies. I believe these skills will be beneficial in [Target Job Title] role while further enhancing the excellent reputation of [Target Company].    Please review my attached resume for additional details. I look forward to hearing from you to discuss the possibility of joining your team.    Sincerely, Ubaid Aleem |

.