Dear sir/madam,

RE: Application for (Insert name of the position and the reference number.)

Please find attached my resume in support of my application for the above position.

I am applying for this role because it is a job I can both excel in, and perform to a very high standard. Having researched your organization in detail, I have been attracted to your strong track record of achievement and your company values.

In addition to being an exceptional communicator and collaborator, I am the type of person who understands how important my performance in this role will be to the success of your organization.

If I am successful, I will constantly seek to add value in my work to help your company maintain its position as a market leader, and ensure you see a positive return from your investment.

I am available for an interview at short notice and be contacted via any of the details below.

Thank you for considering my application.

Yours faithfully,

Ivan Gastelu

Telephone: 992621622

Email: [gastelu.n.ivan@gmail.com](mailto:gastelu.n.ivan@gmail.com)

Dear sir/madam

RE: Application for (insert name of the position and the reference number.)

Please find attached my resume in support of my application for the above position.

I am applying for this role because I strongly believe I have the necessary skills, qualities, and experience to carry out the duties to a very high standard.

Having already worked within similar industries, I have the knowledge and experience needed to contributed to the team in the fastest time possible.

A brief overview of the skills, qualities, and attributes I possess are as follows:

* An ability to work as part of the team to achieve the company goals and projects;
* High levels of customer service and care;
* Taking responsibility for my ongoing professional development;
* An honest, reliable, and disciplined approach to my work;
* The ability to follow rules and procedures;
* A fast learner who requires little supervision;
* A willingness to take on all tasks, regardless of their complexity;
* Proficient in all types of Microsoft applications;
* A positive and enthusiastic attitude to my work.

I am available for an interview at short notice and would very much appreciate the opportunity to demonstrate to you my skills, qualities, and experience, and how I can help your business to continually thrive.

Yours faithfully,

Ivan Gastelu

Telephone: 992621622

Email: [gastelu.n.ivan@gmail.com](mailto:gastelu.n.ivan@gmail.com)