

Madan Gurung

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For the attention of: The Personnel Manager

Dear Sir/Madam,

JOB TITLE VACANCIES

Having seen your advertisement for the position of **JOB TITLE**, I am writing to outline my interest in contributing to your company. I believe I possess the right attitude and qualifications with goals in mind that align with your organisational goals.

I have recently acquired my Post Graduate Certificate in Information System Technology from the City University London, and with my Bachelor Degree in Computer Science from the University of Hertfordshire, I am finally ready to begin pursuit of a career path that leads to my goal of being a developer at a top-tier firm.

I am now looking for a challenging new position and am certain that I am an ideal candidate for the advertised position. I am a confident communicator, with strong interpersonal and relationship management skills. I am proactive in my work approach and would always be willing to hold more responsibilities. Resourceful and efficient, I excel within multi-cultural environments, effectively managing multiple priorities in challenging conditions.

Please do not hesitate to contact me so that we can arrange an interview to discuss my application in greater depth.

Yours faithfully,

Madan Gurung