Jhonny Alberto Corella Pérez

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Date

Recipient Name

Title  
Company  
Address  
City, ST ZIP Code

Dear Recipient Name:

Throughout my career, I have contributed to positive business results through effective organization, prioritization, and follow through of key organizational projects. My strengths and qualifications are an ideal match to the **[Target Role]** requirements and will bring immediate value to **[Target Company]**.

In my former Senior **[Target Role]** role, I exercise a calculated and methodical approach to problem solving. While I am independently motivated, I appreciate collective efforts and collaborate productively within group settings. Moreover, I am competent in **[Skill 1]** and **[Skill 2]** with proficiency in **[Skill 3]**.This opportunity is especially exciting as my professional goals align with **[Target Company]**'s mission and values. Further, my collaboration, communication, and customer service abilities will serve to support your continued organizational efforts.

To illustrate the scope of my career history and professional competencies, please take a moment to review my enclosed resume. I am grateful for your evaluation of my credentials and subsequent response.

Sincerely,

Jhonny Alberto Corella Pérez