Jhonny Alberto Corella Pérez

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Date

Recipient Name

Title  
Company  
Address  
City, ST ZIP Code

Dear Recipient Name:

Having recently learned of the **[Target Role]** opportunity with **[Target Company]**, I was compelled to contact you right away with my interest. In hopes of being considered for this position, I've included a brief outline of my background and qualifications for your review. I believe that I could make a strong addition to your team and offer the following career highlights to support my candidacy:

* In-depth knowledge of **[Area of expertise relevant to Target Job Title]**.
* Advanced training in **[Area of study or Training Program Name]**.
* Exceptional ability to **[Skill 1], [Skill 2] and [Skill 3]**.
* Hands-on experience in **[Previous Job Title or Experience Relevant to Target Job Title]**.

Moreover, I possess excellent collaboration, communication and customer service strengths. For a greater presentation of career contributions and achievements, please see my enclosed resume. I welcome the opportunity to speak with you at your earliest convenience and thank you for your time and consideration.

Sincerely,

Jhonny Alberto Corella Pérez