Jhonny Alberto Corella Pérez

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Date

Recipient Name

Title  
Company  
Address  
City, ST ZIP Code

Dear Recipient Name:

As an accomplished and motivated professional, I was compelled to contact you with my interest in the **[Target Role]** opportunity with **[Target Company]**. I offer an extensive background of success in this field, along with the qualifications required for this role.

I offer a combination of skills and talents which I have developed through a lengthy and rewarding career. I am well-versed in **[Skill 1]** and **[Skill 2]** while having proficiency in collaboration. In previous roles, I have contributed to organizational improvements, collaborative team efforts, and attainment of key business targets.

As my enclosed resume indicates, I offer the communication, customer service, and **[Skill 3]** competencies that you require in a new **[Target Role]**. I am excited to discuss the possibility of joining [Target Company]'s team. Please feel free to contact me for additional details of qualifications and background. I look forward to hearing from you at your earliest convenience. Thank you for your time and consideration of my candidacy.

Sincerely,

Jhonny Alberto Corella Pérez