



25th July 2021
Person-In-Charge
Address

NICHOLAS CHIA

COVER LETTER

/ PERSONAL INFO

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Dear Sir/Mdm,

IF (I AM HIRED) {

I have been looking for a position at XYZ company and am thrilled to see a opening.

I am positive that I can help with the upcoming challenges at XYZ. As a recent graduate, my mind is very open to whatever the company expects. I am curious and hungry to apply whatever I have learnt to the projects XYZ have.

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Expect me to re-apply as the move to XYZ company has been on my mind for a long time. I believe the vision of the company suites my personality and I see myself working well with expectations of the team and company.

If you are worried about my experience, I am a very driven individual that takes self learning very seriously. I do want to keep improving so that I can value add to any projects

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Warmest Regards,
Nicholas Chia

