My attention was immediately drawn to the ad on [Website name] in which you state you are looking for a training officer. The profile you have outlined fits me very well as I will further explain in this letter.

By means of this letter I would like to inquire about the possibility of filling an outstanding [Position type] at Ngos. My preference would be to fill the position of training officer.

With this letter I would like to express my interest in filling an open vacancy at Ngos, in particular, the position of training officer.

I would describe myself as someone who is [Personal description]. Combined with my experience, I believe that I can make a valuable contribution to your organization. I see the position of training officer as the perfect next step in my career. In the position of training officer I expect to be able to develop myself further as a professional.

I would describe myself as someone who is [Personal description]. I would like to put these characteristics to use within your organization. My experience as [Current position] at [Organization], has provided me with the expertise to be able to make a valuable contribution to Ngos in the position of training officer.

I would describe myself as someone who is [Personal description]. I would like to put these characteristics to use within your organization. Given my education at [School], I think I am perfect for the position of training officer. The components that were discussed during my studies closely match the skills required for this

I would like to further explain my motivation for the position of training officer during a personal meeting. You can reach me either by phone via 03489381424 or by email via alvinahakimuop@gmail.com.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Alvina Hakim [Family name]

I would like to further explain my motivation to work at Ngos during a personal meeting. You can reach me either by phone via 03489381424 or by email via alvinahakimuop@gmail.com.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Alvina Hakim