

JOHN

DOE

Graduate

I N F O



Name

John Doe



Address

#001 Somewhere far out there,  
Life Road, Trinidad



Phone

1868 -123 - 4567



Email

Fake\_email@example.com

29 May 2022

To : Director, Human Resources

Company ABC 1,  
Somewhere far away  
Trinidad and Tobago.

Ref : Data Automator

Dear Sir/ Ma'am

I am writing to submit my application for the position of Data Automator at the Company ABC 1. I believe my experience, education and skillset place me to meet the challenges described in the job posting. I excel in a busy, high-volume environment and knows how to multitask effectively.

I am skilled in Automation, administration, customer service and modern office practices and procedures. I am also highly proficient and certified in Microsoft Office Suite. Additionally, I am adept in handling high-pressure situations while maintaining a calm and analytical mindset.

I would, wholeheartedly, welcome the opportunity to discuss your job requirements and my qualifications with you.

Sincerely,

*John Doe*

John Doe

29 May 2022