

JOHN

*Graduate*

DOE

{{ Date }}

To : Director, Human Resources

{{ VarCompany }},

{{ VarAddress }}

Trinidad and Tobago.

I am writing to submit my application for the position of {{ Job }} at the {{ VarCompany }}. 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,

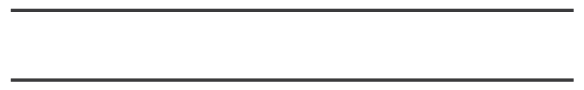
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John Doe  
{{ Date }}

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F O



Name

John Doe

Address

#001 Somewhere far out there, Life Road, Trinidad

Phone

1868 –123 - 4567

Email

youremailgmail.com

Email

Fake\_email@example.com

John Doe

Ref : {{ Job }}

Dear Sir/ Ma’am