

16<sup>th</sup> June 2013

To Whom it may concern,

I wish to apply for the position advertised. I understand that you require a professional with great attention to detail, excellent skills with qualifications to match. My work experience, education and training make me an ideal candidate for this position.

My recent Managerial background in adult education and has prepared me well for the role. I can perform and communicate at every level in society. I am eager to contribute my enthusiasm and up-to-date skills with your team.

My working history has prepared me for the position with my proven communications skills, public speaking, outgoing personality, emergency situation management, people skills, administrative skills and professional integrity to name some of my well develop and proven skills.

I am certain that my resume will give you a greater understanding of my qualifications and work history that makes me the superior candidate for this exciting opportunity.

I would greatly appreciate the opportunity to work with and learn from you and your talented team. I look forward to speaking with you soon.

Sincerely,  
Benjamin Peter Egge