

**Absa Ndiaye**

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**March 10th, 2020**

**To Mr (ou Mrs ) Nom du recruteur**

**Head of Human Resources**

**(Nom de l'entreprise)**

**Ref: (Titre du poste)**

**Dear (Mr/Ms Nom du recruteur),**

I have come across your job vacancy on [EmploiDakar.com](http://EmploiDakar.com) **(ou nom du site web où l'offre est apparue)** and I would like to be considered for the position of **(titre du poste)**. As you will see from my CV, I am currently working for **(nom de votre entreprise actuelle)** as the **(titre du poste que vous occupez)**. In my present position I am responsible for managing all **(listez vos responsabilités actuelles)**. I have been able to identify problems before they affected deadlines.

I would like to be considered for the position of **(titre du poste)**, as I believe I possess the appropriate **(listez vos compétences)** skills. Over the last year I have implemented **(un projet spécifique que vous avez réalisé ou géré)** throughout the company. I successfully achieved **(donnez vos différentes réalisations)**.

Attached, you will find my resume which provides greater detail of my qualifications. At your earliest convenience, please feel free to contact me by phone or email. I will follow up with you in about a week to check the status of my application. Thank you very much for your time and consideration of candidacy, and I look forward to discussing this opportunity with you further in the near future.

Yours sincerely,

**(Prénoms & Nom)**

**(Signature)**