

11/19/2021

[Type the sender company name]

New Life Diagnostic Center

Gasline, Ogun State

Dear Sir,

I am submitting my written application to show my keen interest for the position of a computer operator, currently available within your organization. I saw the advertisement of New Life Diagnostics Center on a Signboard close to its location on 16th of November, 2021. It was really eye catching for me as I've been looking for an opportunity to put my I.T knowledge into the industry for a while.

I would like to be considered for the mentioned post as, as the post seems perfect to me and I have got skills and sufficient training necessary to fill this position and be a valued member in your worthy organization. I consider myself an appropriate match and I am aware of various extravaganza skills including knowledge of computer applications, software, operating system, and so on. Moreover, I'm skilled in using some Microsoft Office applications (Word, Excel). Also, I'm capable of using peripheral equipments and I can operate virtually all types of computers and auxiliary equipments.

I'm willing to contribute in the growth of your organization, and a chance of meeting in person would be a great opportunity. I shall be looking forward to your response.

Thanking you for your precious time.

Yours Sincerely

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