

Covering letter sample in reply to job advertisement

Dear Hiring Manager,

Your job post no. 13879 for the position of [jobtitle] cited the need for drive and creativity. I thought a good way to demonstrate my drive and creativity was to deliver my CV in this priority email as it perfectly relates to the vacancy.

Working as [job title] for many [industry] companies during the past two years. I believe that all of this experience will enable me to manage any relevant position very successfully. I possess the management, marketing, computer, and people-orientated skills that will have a very positive impact on this firm.

My experience and accomplishments in [industry] include:

[List of significant achievements, qualifications, and career highlights]

I will be in the area later in the month, and hope we can meet at that time to talk about the [jobtitle] position. I look forward to hearing from you concerning this role. Thank you for your time and consideration.

Sincerely,

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