

Sample covering letter in response to job post

Dear Hiring Manager,

Your job announcement no. 21317 for the [jobtitle] position mandated the need of an individual with robust enthusiasm and resourcefulness. I would really like to associate myself with this opportunity as my experience in [industry] and my qualities, as mentioned in my CV, closely relate to the post. A veteran [jobtitle] having a [college degree] in [major] with strong background in [industry]. This combination has enabled me to reliably excel in all roles leading up to my current professional status.

The following skills in [industry] and characteristics are reason to take a closer look at my credentials:

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

It is hard to summarize my work in writing. The only way I can imagine providing you the opportunity to examine my credentials is for us to talk to each other. I look forward to hearing from you to talk about the [jobtitle] position. Please call me at [mobile].

Sincerely,

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