

Cover letter sample in reply to job posting

Dear Hiring Manager,

Your online job posting concerning [jobtitle] on [website] caught my eye, and your firm name caught my attention. I am very interested in this position as it is an exceptional match for my experience.

Since [year], I have held longstanding jobs of increased responsibility for leading [industry]

Organizations as [job title]. In these positions, I have proved and continue to prove myself as a capable, take-charge team player with an ability to coordinate diversified departmental functions.

Combined with my ability to manage and train others proficiently, I am confident that I would be an asset to your organization.

Some key points you may find relevant to a [industry] position with your center include:

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

I would very much like to discuss with you how I could contribute to your organization. Please contact me at your earliest suitability so that I can clarify my background and passion for the [jobtitle] position. Thank you for your time and consideration.

Sincerely,

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