

Sample cover letter in reply to job announcement

Dear Hiring Manager,

I'm replying to the job post on [website] for [jobtitle]. I have enclosed my resume outlining my educational background and work experience. I am very thrilled about this position.

A prosperous [jobtitle] with broad experience. Well known for my ability to improve and increase [profit/satisfaction/production]. My dynamic uncompromising style motivates change within the department/company and builds support from within the ranks. These skills, plus numerous more, would be true assets to an organization of your caliber.

Some key points you may find relevant to this opportunity include:

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

Please feel free to contact me at my number: [mobile]. Thank you for your consideration. I am enthusiastic about working at [company name]. My background, professionalism and interest will make me an effective member of your team.

Sincerely,

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