

Covering letter sample in response to job announcement

Dear Hiring Manager,

I wanted to work for a firm like yours for such a long time and now that you have a vacancy for [jobtitle], it is like a dream coming true. The resemblance of your needs and my offerings is stunning. I urge you to take a look at my CV and see that for yourself.

Greatly motivated, versatile and resourceful [jobtitle] with [college degree] in [major]. Over seven years' experience in the domain of [industry]. Robust support experience in office atmosphere with expertise in research and writing. Eager to excel, learn quickly, personable, and appreciated among peers.

A brief highlight of the skills in [industry] and values I would bring to your organization include:

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

My CV is enclosed for your consideration. I believe that I can make a positive contribution to [company name] and look forward to discussing my credentials in detail. I will call you next week to organize for a meeting at a commonly suitable time. Thank you for your consideration.

Sincerely,

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