

Sample Cover Letter

Dear Sir/Madam

Good day!

It is with great interest that I am forwarding my CV for your consideration. Application for possible vacant position that would fit to my qualification.

My record of academic achievements and professional career history, demonstrates attributes that make me a valuable employee. My work experienced has equipped with enough skills and knowledge to whatever duties that may be assign to me if given the chance to be employed in your company.

My CV/Resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

Thank you for your time and consideration. My contact Numbers are _____

I look forward of speaking with you soon.

Yours sincerely,

Get more templates here: <https://www.lettersandtemplates.com/letters/sample-cover-letters>