

Sample Cover Letter

Dear Sir/Madam,

As a highly skilled & competent individual with 6 years of work experience as part of a team as well as a team leader I am writing to express my strong interest in working for your Company. I believe my experience & qualification will certainly make me a valuable addition.

I am apt in providing timely, efficient and accurate results. Moreover while my on-the-job experience has afforded me skill set & accurate decision making abilities I am endowed with:

- Strong organizational and analytical skills.
- Ability to produce consistently accurate results.
- Work under pressure while maintaining quality of work.
- Ability to multi task and manage conflicting demands.

In addition to my experience & personal qualities I have a solid education foundation with an eye for perfection. I am extremely enthusiastic about working for your company and would welcome the opportunity to contribute to your business growth.

Please review my attached resume for additional details regarding my expertise and career achievements.

Thank you for your time and consideration.

I look forward to hear from you soon.

Sincerely

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