

Sample Cover Letter

Dear Sir / Madam,

Good day,

I am enclosing my curriculum Vitae with details of my career and qualifications to date in hope that you may find it suitable for applied position.

Having worked in a sophisticated environment of well reputed organizations, I have developed my ability to respond to strict deadlines and challenges. Through interaction with staff from diverse backgrounds. I have enhanced my interpersonal, coordination, communication and time management skills as well.

I am an enthusiastic and a dedicated professional, who enjoys being part of a successful and productive team. Able to work well on my own initiative and can demonstrate the highest level of motivation. I am reliable, trustworthy and confident persuasive team builder who remains level headed under pressure.

Regards

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