

Sample Cover Letter

Dear Sir/ Madam,

I am contacting you regarding your job openings.

My interest in this position stems from my belief that I have the right combination of relevant staffing experience, communication skills, and high level of organization that make me a good candidate.

I consider myself to be a dedicated and dependable individual holding Bachelor of Commerce and Post-Graduation Diploma in Human Resource Management, excellent in verbal and written communication skills with one year work experience in Automobile Company as Administrative Assistant and Customer service.

I feel that a relationship with your company would be mutually beneficial.

In closing, I would like to thank you for your time and attention and I hope to have an opportunity to discuss the opening with you in person.

Sincerely,

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