

Sample Cover Letter

Dear Hiring Manager,

I wish to offer my application for the position of an _____.

In pursuit of further career prospect and to widen the horizon of my experience, I am exploring possibilities of a challenging assignment in your organization. I have developed communication skills with commitment and loyalty, can work under pressure and consider myself to be honest, self-motivated, numerated, and quite adaptable with the ability to learn quickly. I assure you that given a chance I shall rise up to the expectation of all.

Please find attached copy of my CV, contents of which will give you a comprehensive overview of my qualification and experience. If you consider my application suitable, I would be most happy at your earliest time to discuss the vacancy.

Thank you so much and I look forward to hear from you soon.

Best Regards,

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