

Sample Cover Letter

Dear Sir/Madam

I am submitting my resume for the above post for your kind perusal. My education as well as vast work experience has prepared me for a professional business environment. I adapt easily to organizational conditions and remain committed to excellence.

I am result oriented and possess leadership qualities and effective inter-personal skills. Besides, as a person I have established a reputation for being highly trustworthy, motivated and efficient. I conduct myself in a manner consistent with management and its policies regarding work ethics.

I consider sincerity in work and honesty in all dealings as essential criteria for success. Hard work and strong ethical values are the foundations on which my approach is built on. Team work and group communications, I feel, are an integral part of a good work force and I strive my best to work together, while remaining independent in completion of set tasks.

I am currently seeking new job prospects in an appropriate position, compatible with my qualifications and experience, and would welcome the opportunity to further discuss how I am best suited to meet the needs of your esteemed organization.

Looking forward for your reply.

Thanking you,

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