

Writing a Cover letter /Application letter

Minimum requirement :

-- I am writing to advise response to your advertisement in the ... in the name of ...

-- I would like to apply for the position of ... as advertised in the "..."

-- As you will see from my enclosed Curriculum Vitae, I graduated from Technical College of ... where I have had a successful year working as a ...

-- I previously held a full time job / part time job at ...

-- Due to my keen interest in ... I am now seeking a position as it ...

-- I am seeking a position involving ... as an educational achievement.

-- I believe the skills and experience match your requirements closely.

-- I have extensive experience in ...

-- My varied work experience has developed and consolidated my excellent communication, organizational skills and relations.

-- I am an energetic/charismatic/ hard worker / team player all the time and you may ...

-- You will see from the enclosed Curriculum Vitae that I am fluent in several languages / languages and that I possess a good knowledge of a variety of computer packages.

-- I would like to consider any other relevant position/positions you ...

Should you require any further details, I should you wish to discuss the possibility for the position, please do not hesitate to contact me.

Furthermore, I would like to thank you that I am available immediately.

Thank you very much for your time and I am sure that I will be ...

Yours sincerely/very truly yours