



HOWARD GERRARD

Professional Job Title



Dayjob.com, Birmingham



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info@dayjob.com



LinkedIn/name

Contact name

Company

Address 1

Address 2

Address 3

Date: 5th March 2020

Ref:

Dear _____,

Your company recently advertised on the _____ website for a _____. After reading the job description I am confident that I would be a perfect fit for your position as my skills, ability and future potential precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I have all of the competencies required to do the job well, in particular I want to highlight my ability to _____. My other core strengths include, but are not limited to the following:

- Always representing your company in a professional manner.
- Able to work in an environment of change and challenge.
- Scheduling workloads to meet priorities and targets.

For additional information about my capabilities please view my attached resume.

Right now, I want to work for a reputable and exciting institution like yours where there will be a big stage for my talents. Therefore, I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you very much for your time and I eagerly look forward to hearing from you.

Yours sincerely,

Howard Gerrard

Your name

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Ritesh Navin Kumar



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