




MARK SMITH

NETWORK ENGINEER

 123 Vyse Street Birmingham B18
 0121 638 0026
 info@dayjob.com

Contact name
Position
Company name
Address 1
Address 2

Date: 11TH January 2017

Job 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.
- Being able to work in an environment of change, multiple deadlines.

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,

Mark Smith

Your name

 Facebook.com/name

 @name

 LinkedIn.com/name



Copyright information - Please read

© This template is the copyright of Dayjob Ltd. Job seekers may download and use this particular example for their personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However, this template must not be distributed, used for commercial purposes or made available on other websites without our prior permission. For any questions relating to the use of this template please email: info@dayjob.com