

COVER LETTER

Date: JAN 01, 2022

[YOUR NAME]
[EMAIL]
[PHONE]
[ADDRESS]

Subject: Cover Letter Format

To Whom It May Concern / Dear Mr., Mrs.,

My extensive knowledge and skills make me an excellent candidate for the position of [[Post Name]].

Besides having [[Your qualifications]] years of experience in the relevant field, I also have [[Number of Years]] years of experience working as a [[relevant field]].

I worked for Ultimate Human Resource Solutions at a company called 'Company Name', where I was based.

As a team leader, I supervised several members of the finance department.

My expertise in financial instruments and accounting software has also enabled me to convey complex financial information in a way that's easy to understand by a general audience.

Please contact me at Contact number if you believe I am qualified for the position.

With this profession, I'll be able to pursue my interests in traveling and learning about other cultures.

I appreciate you taking the time to read this.

Yours sincerely,

[NAME]

[Signature]