



# COVER LETTER TEMPLATE

Dear Mr./Ms./Dr. \_\_\_\_\_,

I am writing to you because I am interested in the position of \_\_\_\_\_ at \_\_\_\_\_.

I have a \_\_\_\_\_ degree in \_\_\_\_\_ from \_\_\_\_\_ University. I have also completed \_\_\_\_\_ courses in \_\_\_\_\_.

I am confident that I am qualified for this position because \_\_\_\_\_.

I have \_\_\_\_\_ years of experience in \_\_\_\_\_.

I am confident that I can contribute to your organization by \_\_\_\_\_.

I am available for an interview at your convenience.

Thank you for your time and consideration.

I am positive in my choice of \_\_\_\_\_.

I am confident that I can contribute to your organization by \_\_\_\_\_.

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