Dear Mr. Clooney,

I am writing to apply for the position of Executive Program in the Union Times. As per the advertisement in Times Now, I have enclosed all the required documents i.e. job application, work experience letter, resume, and three references.

I have five-year working experience in a technical field. My education and working experience make me a qualified candidate for this position. Throughout my career, I have handled many big projects. Following are the key strengths which support my success in this position;

* I have planned, developed, and design live applications.
* I thrive for quality work and excellence.
* Understanding the customer’s requirements and providing solutions to their problem is what I have been doing throughout my career.

Apart from the BS degree in computer programming. I have learned many new technologies that are appropriate for the job. Please check my resume for further information on my working experience.

Looking forward to hearing from you soon. You can reach me anytime at xyz@emailexample.com and at {mention phone number}.

Thanks for your consideration.

Sincerely,

Signature (hard copy letter)

John Davidson

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