

Your Name

City, Country | Phone Number | email |
| LinkedIn | Website

DATE

To whom it may concern,

My name is [your name] and I would like to express my interest in the position of [the position you are applying for] within your organization. Not only is your company an industry leader in [what, search their website], but excels in [what else], which impacts [what], through your strong employee-value proposition. This is why my combination of my previous work experience and my education from top programs will reflect my appropriate skills as an asset to your department.

My previous professional experience and leadership roles make me an ideal candidate [for what position], especially regarding [your field]. My past year as the [what you last did that is relevant to this application] has provided me with the necessary benchmark to appreciate the financial sector and its many different investment possibilities. NEXT WRITE EXAMPLES ON WHAT YOU DID FOR YOUR PREVIOUS EMPLOYER.

My [which] skills are reflected in [what previous experience], which I [when did you do this]. WHAT DOES THIS PREVIOUS COMPANY DO. WHAT DID YOU DO FOR THEM THAT EXEMPLIFIES THIS PARTICULAR SKILL(S).

My [which] skills are exemplified through my experience as an [what] for [who], where I [did what]. My [other skill] has been useful in many jobs in the [what sector or country], where I have participated in [various activities or jobs].

My [which] skills has provided me with essential skills and qualifications when communicating with others in my team as well as meeting my weekly goals and objectives. Furthermore, my personality reflects a passionate individual who is willing to learn as well as help others learn to better benefit your company in efficient ways.

I look forward to hearing from you to talk about the possibility of an interview. Should you have any questions before that time, you may reach me via phone or email.

Thank you for your time and consideration.

Respectfully yours,

Your Name.

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Team skills	Calm	Effective
Communicational skills	Responsible	Flexible
Problem-solving skills	Efficient	Resourceful
Artistic skills	Respectful	Creative
Critical thinking skills	Easygoing	Artistic
Organizational skills	Unproblematic	Energetic
Leadership skills	Friendly	Trustworthy
Time Management skills	Focused	Charitable
Participation skills		
Performing skills		

Strengths and weakness

Good habits

Point → I have good communication skills

Proof → I have been a leader where I managed a small team of people at This Company, during 20XX.

Significance → My communication skills are exemplified here because I was in charge and my team depended on my guidance, so I had to be able to properly communicate to each of them individually to be as efficient as possible.