

Cover Letter Ideas

I would like to join your successful and dedicated team.

I believe I can make a significant contribution to __, both in the areas of __ and __.

My positive attitude towards work and willingness to learn has been demonstrated by __.

I am keen to seek employment with your organisation as a.

I am keen to be considered for a _____ position with your organisation.

I am particularly interested in a position with your organisation because of my background in the <industry> industry and skills in __ and __.

I am seeking a __ position with __ which will enable me to contribute my diverse skills and background in <work>, <work>, and <work> to make a positive contribution.

I am interested in a position as _____ with your organisation, and have solid <work> experience in __ and __.

I am seeking a _____ position which offers the possibility of taking on new challenges.

I am very interested in a contract or part-time position in _____.

My objective is to work with an organisation that enjoys an outstanding reputation for quality and conducts business internationally.

Currently, I am working as a _____ at __ and am keen to __.

I am currently working part-time as a __, I am very interested in a __ position with your organisation.

If you need a __ with a desire to add value to your organisation using __ and __ skills and applied knowledge of __,

I know I could make a valuable contribution right away.

I am a quick learner, a self-starter, and dedicated worker.

I would like you to consider me for the position for the following reasons:

I am a quick learner, honest and reliable.

I am very interested in __ work and would like to find out more about it.

I am passionate about __, as shown by my __, and am keen to join your __.

My interests have developed from contact with people both at work in the <industry> industry, and out of work in <interests> activities.

I really enjoy this type of work and know I can make a significant contribution.

I am particularly keen to obtain a position as a __ as I am interested in working with __ and have strong related skills and experience.

I believe I have the attitudes, skills and abilities necessary to perform this job at a very high level.

I am keen to be accepted to join __.

My work experience includes __ and __.

The experience and skills I gained in this position, provided me with sound training in this type of work.

Energy and enthusiasm are qualities for which I have been praised.

My ability to use common sense to find effective solutions to problems has been praised by __.

My outstanding performance in __ is demonstrated by __.

My consistent achievement in __ has been recognised by __.



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My high level of achievement in ___ is demonstrated by ___.

This course is relevant to the position and will provide me with valuable background knowledge and skills.

In addition to completing a <qualification> in ___,

I am currently enrolled in a ___ course at <institution where studied>.

I believe my experience and qualifications are relevant to the position because ___.

Having completed a course in ___, I am familiar with ___ and ___.

For a major ___ assignment I received very positive feedback in the form of ___ from ___.

Skills and experience gained from my ___ are relevant to this position.

I enjoyed this position very much and was able to develop valuable skills in <skills> and <skills>.

I have well developed skills in the areas of ___ and ___.

During this period, I developed my <skills> skills by ___ and ___.

I bring to the position the key strengths of ___ and ___.

My personal strengths include ___ and ___.

I have undertaken various relevant short courses, including ___ and ___.

In all cases, I have received strong positive feedback from ___.

My high level self-taught skills in ___ and ___ can be applied to ___ as well as ___.

My personal qualities include ___, ___ and ___.

My lifelong interest in ___ is demonstrated by ___ and ___.

All of these characteristics were pre-requisites for my current position and have been critical factors in my effective performance.

I apply enthusiasm and energy to any tasks assigned to me.

I thrive under pressure and enjoy using my imagination to find new and better ways to get the job done more efficiently.

I take pride in a high standard of personal grooming.

A good sense of humour is a personal quality I bring to the workplace.

My sense of humour makes me a popular team member.

Creativity and use of initiative are qualities for which I am known.

My reliability and honesty has been praised by ___.

My hard working attitude and willingness to help others has been praised by ___.

Dedication and caring are qualities for which I am known.

Reliability and honesty are qualities for which I am known.

My ability to get along with a wide variety of people makes it easy for me quickly adapt to changing work situations.

My enjoyment of variety and change makes it easy for me to quickly contribute in a new work situation.

I have an easy going nature, but also work well when under pressure.

Please find my <resume> attached, which provides greater details of my work history and relevant achievements.

A copy of my <resume> outlining my skills, achievements and experience is enclosed.

To support my application, I have attached a brief summary of my qualifications and experience.



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