

Walter Schott

2615 E Oak Lane • Warsaw, IN 46582
Tel.: (000)000 0000 • Email: email@email.com

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Mr/Ms Full Name
Title,
Company,
Street Name and Number
City, State Zip Code

Dear (Correct name of contact),

Having recently read about your current vacant position, I am writing to offer my candidacy. As a highly experienced and effective professional, I am seeking a position that would allow me contribute to a company's growth and deliver beneficial managerial methods and development strategies. I am passionate about applying gained knowledge and tailoring my experience to this particular position to exceed your expectations and become an asset for your company.

I can offer your company a goal-driven performance and outstanding ability to manage, plan and organize multiple responsibilities simultaneously, yet delivering excellent results. Through my experience, I have proved to possess strong interpersonal skills along with a passion for winning within everything I do. I am a deadline committed, meticulous performer, eagerly improving skills to ensure that targets are met and tasks are accomplished with the highest results. Beyond this, I have gained a solid background of experience and knowledge, supported by significant contributions to previous employers.

It would be an honor for me to become a part of your team and make a contribution to your company's success. If you are looking for an honest, trustworthy, dedicated employee, I can be reached at above number or email.

Thus, I am looking forward to an opportunity to discuss my application.

Yours sincerely,

Walter Schott