Julie Piwko

Hiring Manager’s Name

Company Name

Company’s Address

City, State Zip

Hiring Manager,

I saw an opening with your company. Please consider me as an applicant for this position.

The set of skill I have would be a beneficial asset to your company. I believe that my education and skills would be excellent for this job opportunity. Some of my abilities for this position include my leader and management skills, as well as being an exceptional listener and being versatile in almost all situations. I am also able to effectively and efficiently work with others. I do my best to achieve excellence in everything I do and would like to bring these things to your company.

I would love to be a part of your company given your reputation and wonderful work ethic. I feel my skills and abilities would make me an exceptional asset to your company.

I look forward to the opportunity to interview. Thank you for your time and consideration.

Sincerely,

Julie Piwko