

Student's Name
Address
Email

Date
Mr.
Designation
Name of the organization
Address of the organization

Dear Mr.....

I was very excited to see your vacancy for a (position)....., which was advertised (date)on the (source of the advertisement)..... I graduated as a (your program)...../last semester student of (your program)..... from/at North South University and would like to offer myself as an excellent choice for this position.

I believe that I have an ability to grow with a job, handle responsibility and build positive relationship with work colleagues at all levels. Beyond that which is already mentioned in my attached resume, I am someone knows how to set goals and achieve them, and develop & execute strategies. I feel certain that my strong (write about your skills)..... coupled with my ability to (write something about your abilities)..... will be immediate value to your organization.

I very much hope that you will look favorable upon my application by recognizing my enthusiasm, talents in the field and my future potential. I would dearly like to further discuss the scope of this position, with you and would welcome the chance of a recruiting meeting.

Thank you in advance for your time and considerations.

Yours sincerely