

Dear Human Resource Manager,

I am extremely interested in obtaining the vacancy in your corporation. I have outlined some background information about myself below and attached a copy of my resume for your consideration.

I am organized and detail-oriented, work well under pressure and deadlines, enjoy working with a variety of people, and have a great attitude. I am looking for a creative, challenging, growth-oriented position and would like the opportunity to know what you need and what I can do.

I have enclosed a copy of my resume for your perusal. Thank you for your time and courtesy in reviewing this material and for your consideration of my qualifications for the open position. Please contact me at your earliest convenience so that I may share with you my background and enthusiasm for the position.

Sincerely,

Ahmed Almajed

Enclosure: CV.