

COVER LETTER

Dear recruiter,

I am selectively in search of my next career challenge and am interested in a position available in your branch.

I trust you will find my profound professional knowledge to be a strong indicator of what I can contribute as a team player in your organization. I believe that my qualifications and professional experience, highlighted in the enclosed resume, demonstrate my track record of valuable time management/creative thinking and decision-making skills.

My background and excellent listening and communication skills can be utilized to benefit the goals of your organization. I thrive in a professional, structured, and team-oriented environment.

I have enclosed in the attachment a copy of my CV. I look forward to meeting and hope to have the opportunity to speak with you further about how I can be an asset to your team.

Respectfully,

Angelina Guerra