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TO WHOM MAY IT CONCERN

This letter is to introduce myself and to let you know of my interest in becoming a part of your company. The enclosed resume will furnish you with information concerning my overall employment background, training, education and skills. My work abilities are backed up with experiences and knowledge. I assure you that I can successfully fulfill any obligations requiring of any responsibility upon your company. In each of my previous job experiences, I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth.

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. I feel that a relationship with your company would be mutually beneficial, as my educational background, experience, and qualifications would make me a perfect fit for the job and would also allow me to refine my skills in a new working environment.

I look forward to hearing from you soon and hopefully to schedule an interview in which I hope to learn more about your company. It's goals and plans and how I may be able to contribute to its continued success and growth. Thank you for your time.

Yours Sincerely,
Zainab Zaman