Nguyen Huy Hai

Cau Giay, Ha Noi

M: 0123..............

E: nguyenhuy...........@gmail.com

**6 Octorber 2023**

Mrs. L,

Apply to: ....................

Via ..............., I'm know that your company is looking for the position: ....................

To my understanding, I know that your company is a big  business in the (category) ............. with the active working environment. Therefore, I want to have change myself in the environment.

I am so self-confident to take over the position with my own knowledge and experience:

Being one of the students graduete with grade ........ from the University of ..............., I'm so self-confident with all the knowledge in the (category) ...................

In the previous time, I have been working in the similar position in the (company) ..........

With many experiences on ........... during the working time with me (company) ..............

I get high apprenciation in team work skills, I'm happy sociable with evryone, I can work under high presure anf enthusiasm with the works i take over.

I believe that this foundaton can help me to get deep understanding on company and satisfy all demands of company's customers.

I'm looking foward to receiving a appointment for the direct interview so that I can have chance to show myself as well as get deeper understanding on the position ..........

Thank you for your consideration.

Sincerely,

.........................