

Subject: Application Letter

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Dear Ma'am/Sir ,

I am writing to express my interest in the Any available position in your good office as a driven and compassionate employee I developed expertise in performing many tasks that will enable me to perform exceptionally well. I've enclosed my resume for your review and reference.

I have had various experience giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I'm keen to work for company with a great reputation and high profile.

I have excellent references and would be delighted to discuss this vacancy with you at your convenience. In case you do have any suitable openings now, I would be grateful if you would keep my resume on file for any future possibilities.

Looking forward hearing from you and I appreciate your time in reviewing this letter.

Thank you

Sincerely Yours,

Romark E. Alejado

