**Cover Letter**

# Application for: *[Insert the position title you are applying for]*

Dear Sir/Madam,

I have come across your posted opportunitywhich I am confident that I have the exact experiences and skills required to take over this role. Below is a summary of my experience and skills that are relevant to this role:

* Relevant experience area 1 (e.g. Extensive experience in developing policies and procedures in various areas …)
* Relevant experience area 2
* …
* Relevant skill 1
* Relevant skill 2
* …

I have enclosed in the following pages my detailed CV for your reference. I am currently based in ***[insert your current city/country]*** and ready to relocate to ***[insert the name of city/country of the position]*** once selected for the position.

Please do not hesitate to contact me if you require any further information. Looking forward to hear back from you.

**Sincerely yours,**

***[Insert your name here]***

|  |  |
| --- | --- |
| Insert your current country  Insert your current city | E-mail: your email address  Mobile: your mobile number |

Insert your full name here

Insert your professional photo here

# Personal Information

* Marital Status: XXXX
* Nationality: XXXX
* Date of birth: Month day, Year

# Languages

* English insert your proficiency level of the language
* Language 2 insert your proficiency level of the language
* …

# Career Aspiration

Insert your career objective statement.

# Qualifications

* Professional Education *(insert all your education degrees)*
* Graduated from ***Insert University/College name***, ***city-country***, with a ***Insert your qualification name and type (e.g. B.Sc. in Computer Science)*** on ***insert graduation month and year***.
* Professional Qualifications *(insert all post-graduation certifications)*
* *Certificate name (certificate abbreviation) – name of certifying body, certification year*

# Professional Experience *(insert your career history, starting with your current employment)*

## Company Name 1 (Month, Year – Month, Year)

**[Job Title], Country**

**Company Brief:**

Write two lines summary of the company’s business.

**Role:** write a summary of your role in the company

**Key Achievements:** *(insert the key achievements you have made at this company*

* Achievement 1
* Achievement 2
* …

## Company Name 2 (Month, Year – Month, Year)

**[Job Title], Country**

**Company Brief:**

Write two lines summary of the company’s business.

**Role:** write a summary of your role in the company

**Key Achievements:** *(insert the key achievements you have made at this company*

* Achievement 1
* Achievement 2
* …

## Company Name 3 (Month, Year – Month, Year)

**[Job Title], Country**

**Company Brief:**

Write two lines summary of the company’s business.

**Role:** write a summary of your role in the company

**Key Achievements:** *(insert the key achievements you have made at this company)*

* Achievement 1
* Achievement 2
* …

# Awards and Recognitions *{insert all your awards and recognitions received, if any)*

* Award/Recognitions 1
* Award/Recognitions 2
* …

# Professional Memberships *(insert all professional organizations you are a member of)*

* Organization 1
* Organization 2
* …

# Hobbies and Interests

* Hobby 1
* Hobby 2
* …

# Additional Section *(insert any additional sections as applicable)*

# References

Contact details for references will be provided upon request.