



SHIFTSKILL.COM

Name Surname
Address
Mobile Number | Email ID

Respected Recruiter/Hiring Manager,

If you're looking for someone who can only follow orders, and don't do anything extra, I'm probably not the right candidate. But if you need someone who can handle situation and manage activities in your absence then let's talk.

I am excited to apply for the job in your company. I'd love to bring this dedication, along with my relevant skills, to your company. With exceptional communication and interpersonal skills, my self – confidence, innovative approach and quick adaptability to changing processes and trends have been my biggest assets.

For the past four years, I've been studying as civil engineer. During this study period I found myself and I realize my true potential. I realize that my skill set and mindset is not suitable for Civil Engineering field. After some research and observation, I found out that eventually work experience matter more than just single sheet of paper (Degree). So that I decide to start working and get work experience rather than doing further study in colleges. And as we know that, studying and learning they both are Different things. So, I willing to learn through work.

Additionally, I am requesting you to do not judge me from my field of study. I would like to take opportunity to prove myself and I'd appreciate an opportunity for a personal interview. Please feel free to email me or call.

Thank you in advance for your consideration. I really appreciate your time and look forward to hearing back.

Sincerely,
XYZ Person

Sign | Stamp