

# Cover Letter

Dear Sir,

I want to apply for the job of (1) ..... in your company. I am (2) ..... person. I am good at (3)..... . I can work well with others and I always try to do my best. I hope you will give me a chance to work with you. I believe my abilities (4) ..... your team. Please find my attached CV.

Thank you for your time. I look forward to hearing from you.

Sincerely,

.....

1	2	3	4
a graphic designer	(Page 24)	( Page 24 ) v+ing	will help
an accountant			can support
a secretary	a hardworking	Helping people	will add value to
a computer programmer	a friendly	working with people	can improve
a marketing assistant	an organized	creating things	can strengthen
	a reliable		
	an intelligent		