

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