Amanda

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 **Dear Sir/Madam**

 I was very excited to see your vacancy for a ..............,. which was advertised yesterday on the I am a well qualified ............... who would be an excellent choice for this position. I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. My present employer is very satisfied with my work rate, and I am confident that I can bring the same level of high performance to your company. Beyond that which is already mentioned in my attached resume, I am someone who knows how to set goals and achieve them, and have a proven track record of being able to conceive, develop & execute strategies. I feel certain that my strong .....,..... skills coupled with my ability to ............ will be of immediate value to your company. I very much hope that you will look favourably upon my application by recognizing my enthusiasm, talents in the field of ............... and my future potential. I would dearly like to further discuss the scope of this position, with you in person, and would welcome the chance of a meeting. Thank you in advance for your time and consideration.

 Yours sincerely.