Your Name

227 Arbor Court, Cheyenne,
WY 82001.
820-22-1234
catherinesansabaugh@example.us

Date:

John Dendy,
Hiring Manager,
Hayley Consulting,
Hickory Hills, IL, 60457.

Dear John,

I am writing this letter to show my keen interest and enthusiasm to join your company as a SAP consultant. With my extensive ERP skills, financial management knowledge and 10+ years of work experience in the ERP field, I am confident that I will be a perfect choice for your company's SAP consultant opening.

My SAP certification, bachelor's degree in Business Management and Master's in Information Systems will make me an even better candidate for this position. And also I am happy to inform you that I am highly skilled in written and verbal communication which is a must requirement for this kind of a position. I have been in this industry for the past five consecutive years and before that, I was a full-time financial analyst. This proves that I am more qualified over the others for this opening as per your job advertisement requirements.

Please, see my resume attached with this cover letter to see the insights of my profile. I would love the opportunity to arrange a convenient meeting to discuss more about what I have to offer for the success of your company. You can reach me out any time at my phone (55) 565 565 65 or at catherinesansabaugh@example.us via email.

Thank you for your valuable time and good luck with your hiring process.

Yours sincerely,

[Your Name]