

Name

Address

City, State, Zip

Phone

Email

Date

To whom it may concern,

I am writing this letter to you in order to apply for the position of [insert position] at [insert company name]. I would like to take this opportunity to introduce myself, as I recently became aware of the job opening you have available and I am keenly interested in the role.

I graduated from the Imperial College London with a B. Eng Mechanical Engineering in 2012, and will complete my MSc Real Estate from Neapolis University Paphos, Cyprus in September, 2014. I have worked as a Trainee in the Land Acquisition Department of Maispa Developers Ltd (Cyprus), and as a Real Estate Agent Assistant for PropertyLink Estate Agents Ltd, Cyprus. Furthermore, I have nearly two years' worth of experience as a Sergeant and Mechanical Design Engineer with the Cyprus National Guard.

I am a committed, hard working, and motivated individual, and as excited as I would be to have the opportunity to work for your company, I do believe I am a strong candidate for the position you have available. I have comfortably managed to balance my MSc studies with my compulsory military service. I am thus able to divide my attention equally when required to multitask, and yet give proper focus and commitment to each task.

My military service has instilled discipline in me, and has taught me how to successfully tackle all challenges and any form of adversity. I was acclaimed as the Highest Rank Sergeant of the 1st Division of the 2012 class, and currently lead a team of twelve soldiers. Therefore, I am well able to work as part of a team, and to lead it efficiently as well.

I send this letter to you as an expression of my interest in working for your company. I have the self motivation, the organization, and the skill set to be confident of being a successful member of your team. I would be delighted to have the opportunity to discuss the available position with you further.

Please find attached my resume, certifications, and experience letters for your reference. Kindly do let me know if you require any further information or documentation, and I would be happy to oblige.

Sincerely,

[name of applicant]