

COVER LETTER

First Last Name

Address line 1

Address line 2

Postal Code

Contact Number

[Email](#)

Date

Dear Hiring Manager:

I am expressing my utmost interest in working **Organization** as a **Position**. I believe my qualities and experience match what this position entails.

During my employment in past company, I was tasked to lead a project in transferring a new product from R&D to mass production. This project posed numerous challenges such as production rate, quality rate, and project budget. With my grit and strong desire to succeed, I gathered the right people and pushed to resolve every problem. This led me to launch the new product into the market successfully.

I also did my master's dissertation (part-time) while leading this project in past company. With limited time to do my dissertation, I spent every night learning the required knowledge and skills. Through discipline and organization, I was able to yield positive results and complete my dissertation.

These events highlighted the following strengths which I believe are essential to the **Position** position:

- Perseverance
- Collaborative and leadership
- Inquisitiveness

I am very interested to work for **Organization**. I look forward to discussing how I can help achieve the team's goals and vision during the interview.

Thank you for your consideration.

Yours Sincerely,

MySignature

Full Name