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12th October 2021

Mr. Duong Van D
HR Manager
…. Company
Binh Thanh District, Ho Chi Minh City

Dear Mr. D,

Apply to: ……..

Via ....., I know that your company is looking for the position:……..
To my understanding, I know that your company is a big business in the [category]....., with the active working environment. Therefore, I want to have chance to challenge myself in this environment.
I am so self-confident to take over the position with my own knowledge and experience:
Being one of the students graduate with grade.... ..from the University of ....., I am so self-confident with all the knowledge in the [category].....
In the previous time, I have been working in the similar position in the [company].....
With many experiences on .....during the working time with the [company].....
I get high appreciation in team work skills, I am happy and sociable with everyone, I can work under high pressure and enthusiasm with the works I take over.
I believe that this foundation can help me to get deep understanding on company and satisfy all demands of company's customers.

I am looking forward to receiving a appointment for the direct interview so that I can have chance to show myself as well as get deeper understanding on the position.....

Sincerely!

Best regards!