

Nguyen Thanh Nam

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12th October 2024

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 an active working environment. Therefore, I want to have a chance to challenge myself in this environment.

I am so self-confident to take over the position with my knowledge and experience:

Being one of the students who graduated with a 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 a similar position in the [company].....

With many experiences onduring the working time with the [company].....

I have a high appreciation for teamwork skills, I am happy and sociable with everyone, I can work under high pressure, and enthusiastic about the work I take over.

I believe that this foundation can help me gain a deep understanding of the company and satisfy all of its customers' demands.

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

Thank you for your consideration.

Sincerely,

