| Nguyen Thanh Nam |
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| A: Tan Binh, HCMC |
| M: 0912 345 678 |
| E: nguyen@gmail.com |
| 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 gradefrom 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, |

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