**RESUME COVER LETTER**

**[Your Name]**

**[Your Address]**

**[City, State, Zip Code]**

**[Telephone Contacts]**

**[Today’s Date]**

**[Hiring Manager’s Name]**

**[Company Address]**

**[Company City, State, Zip Code]**

**[Telephone Contacts]**

Dear **[Mr. /Mrs. /Ms.] [Hiring Manager’s Name],**

**Re**: Resume Cover Letter

I draft this letter to official express my interest in and submit my applications for the vacant position. My confidence stems from the fact that I possess the requisite academic qualifications and professional work experience.

Outside my core competencies, I also have strong interpersonal communication skills, the ability to network and play as a team, and great enthusiasm for work and professional growth.

Kindly peruse my resume to find out more about what I have to offer and potentially bring on board. It is my hope that you will ask me to come over for an interview and possibly get the job.

Best Regards,

**[Your Signature]**

**[Your Name]**