**To**

**Mention Name**

**Chief Executive Officer**

**Brighton Information Technology Services Ltd.**

**Low Maddison Square**

**Upper Manhattan, New York**

**United States of America.**

**16th February 20XX**

**Subject: Cover letter for application for the position of the IT project manager.**

**Respected Mr. Parkinson**

Sir, my name is Ms. Kelly Rasheed and I am alum of the California Tech University. After working in the industry for almost 5 years I have finally gotten the opportunity to apply for a position at your organisation.

You have been an inspiration to the entire student population at the university post your exemplary performance as a student there. I am no exception to this rule and am highly inspired by your discipline, excellence standards and level of dedication. If given the opportunity I will follow all these standards with every fiber of my existence and will work for the benefit of the organisation.  I am a quick learner, keen observer and have great analytical abilities. I also believe in perseverance and achievement of goals through persistence and hard work.

I believe in my suitability for this position and hope that you will too. Awaiting a response.

Thanks and Regards

NAME