**Cover Letter**

Hiring Manager,

I saw an opening with your company. Please consider me as an applicant for this position.

My skill set will make for a great success as part of your staff. The opportunity presented in this posting is very interesting, and I believe that my abilities and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include my computer skills, as well as being a hardworking person and paying attention to details and also I’m very caring. I am a fast learner and multi-tasker and I always I strive for excellence and would like to bring these things to your company.

I would love to be a part of your company given your reputation and outstanding customer service. I feel my skills and abilities would make me an asset to your company.

I look forward to the opportunity to interview. Thank you for your time and consideration.