

MICHELE GRAHAM

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Dear hiring Manager:

I was very excited to see your vacancy for your company. I am a well-qualified candidate who would be an excellent choice for this position.

I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. My present employer is very satisfied with my work rate, and I am confident that I can bring the same level of high performance to your company.

Beyond that which is already mentioned in my attached resume, I am someone who knows how to set goals and achieve them, and have a proven track record of being able to conceive, develop & execute strategies. I feel certain that my strong communication skills coupled with my ability to my qualifications will be of immediate value to your company.

I very much hope that you will look favorably upon my application by recognizing my enthusiasm, talents in the field and my future potential. I would dearly like to further discuss the scope of this position, with you in person, and would welcome the chance of a meeting.

Thank you in advance for your time and consideration.

Sincerely,

Michele Graham