Nguyen Thanh Nam

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12th October 2021

**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 the active working environment. Therefore, I want to have chance to challenge myself in this environment.

I am so self-confident to take over the position with my own knowledge and experience:

Being one of the students graduate with grade…. ..from the University of ………, I am so self-confident with all the knowledge in the [category]……….

In the previous time, I have been working in the similar position in the [company]……

With many experiences on ……….during the working time with the [company]……

I get high appreciation in team work skills, I am happy and sociable with everyone, I can work under high pressure and enthusiasm with the works I take over.

I believe that this foundation can help me to get deep understanding on company and satisfy all demands of company’s customers.

I am looking forward to receiving a appointment for the direct interview so that I can have chance to show myself as well as get deeper understanding on the position……

Thank you for your consideration.

Sincerely,