

Babita Kumari

E-mail

nishusaronia@gmail.com

January 3, 2024

Recipient First Name Last Name

Company Name

City, State/Province Zip

Phone

Email

RE: As a employee

Tap 'Edit Letter Content' button to add content to the **Greeting** section.

Recently, I learned of your company's opening for a new job vacancy and I am responding with hopes of being considered for this role. With a strong knowledge of your organization's mission and values, I am confident that my background and commitment will serve well in supporting company progress.

I strive to maintain accuracy and consistency in task completion, individual performance and team goal-achievement, using acute attention to detail. Additionally, I offer communication, critical thinking and scheduling flexibility. My goal is to apply and to support increased efficiency.

Please review my attached resume which provides additional details of my education and employment experience. I believe my leadership and abilities will provide an invaluable asset to your team. I would welcome the opportunity for an interview to further discuss the position and the ways in which I can positively impact 's growth.

Thank you for your time and consideration.

Sincerely,
Babita Kumari