Cover Letter

Dated: Day Month 2022

To : The Global Recruitment Network USEA

Islamabad

Subj: C130 – JOB TITLE – FULL NAME

Dear Sir:

Introduce here yourself, who you are, for what job you are applying, how many years of experience you have, what kind of best achievement you made or awarded.

The best knowledge/experience you have etc. summary of experience.

|  |  |
| --- | --- |
| Questions | Answer |
| Do you hold valid passport? If not how soon are you able to get?  During interview time you show to the team on skype, that you hold or otherwise you will provide on an urgent basis. |  |
| How soon are you able to join upon selection? |  |
| Did you accept informal job offer presented in the package on website? |  |
| **Experience** | |
| Date of enrolment |  |
| Date of retirement |  |
| Total experience |  |
| Experience in overseas |  |
| If worked in overseas, write the reasons for leaving. |  |
| Grand Total Experience |  |
| **Interview** | |
| Skype address |  |
| Google Due |  |
| Reachable Mobile Number |  |
| Email |  |
| Timing for interview | I understand that the company Rep will call for an interview at  Saudi Time: 11 AM to 01 PM  PK Time : 01 PM to 03 PM |
| Vaccination – the type of vaccination you completed add in the next column |  |

Best regards,

Full name

Job applying for

Permanent address

Guidelines for Applicant

1. Review this cove letter, ensure what is asked you provided.
2. Ensure your cv is current updated and meets global standard, no spelling errors.
3. In Cover Letter and CV use Arial or Times New Roman font, size 12 would be better.
4. Any cv in jpeg or such format submitted not acceptable.
5. Applicants those are qualified and short listed would be invited for further process and interviews.
6. When interview is done, you have to wait until we information about your approval or rejection.
7. When you need any help, send us an email, we will get back to you, for small item it is not necessary we call and discuss.
8. Do not get this cover letter from your friend, we always update and upload in the website. Always download and use from the website.
9. When sending your cover letter and cv, in subject line write like:

Subject: C130 – MUHAMMAD ZUBAIR – AVIONICS TECHNICIAN

When sending Cover Letter and CV by email, please name both documents like:

001 – Cover Letter – Avionics Technician – Muhammad Zubair

002 – CV – Avionics Technician – Muhammad Zubair

When you finalize your cover letter, please remove all this guideline.