Sample Cover Letter

Dated: Day Month 2022

To : The Global Recruitment Network USEA

 Islamabad

Subj: Job title – FULL NAME

Dear Sir:

Your introduction and experience as an outline in the job description etc.

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

Highlight or add some your achievement, say what you can bring for the company etc.

|  |  |
| --- | --- |
| Questions | Answer |
| Age/date of birth |  |
| Nationality |  |
| Total experience the job you applying? |  |
| Do you hold valid passport? If not how soon are you able to get? |  |
| How soon are you able to join upon selection? |  |
| Salary package – Informal job offer will be presented in advance or employer will finalize after conducting interview |  |
| Interview |
| Skype address |  |
| Google Due |  |
| Reachable Mobile Number |  |
| Email |  |
| Timing for interviewYou write day and time you can spare time for an interview |  |
| Vaccination – the type of vaccination you completed add in the next column |  |

Best regards,

Full name

Job applying for

Permanent address