

## Useful phrases:

I am writing to apply for the post of ...  
I would like to apply for the position of ...  
I am interested in applying for ...  
I have gained experience in ...  
I have worked for ...  
I have supervised a team of ...  
I contributed to the development of ...  
I feel that your company's activities match my interests.  
I am keen to find a post with more responsibility.  
I wish to find a more permanent position.  
I would like to further my career.  
Please accept this letter and resume as my application...  
Please accept this letter as my application for the position of...  
Please accept this letter as my enthusiastic application for the position.  
I learned of this opportunity from...  
I am very interested in pursuing this exceptional opportunity.  
My keen interest in this position stems from...  
My professional experience is solid and well-rounded.  
My primary focus involved...  
This position represents a tremendous opportunity to continue my clear and committed career path...  
I believe the combination of my education and experiences have prepared me...  
As you can see from my resume...  
As indicated by my resume...  
As a result of these experiences, not only am I qualified for this position, I will thoroughly enjoy it!  
Beyond my enthusiasm for this opening, I offer all the essential elements it requires.  
I firmly believe my experience, education and background would enable me to make a significant contribution.  
It is a challenging position for which I believe I am well qualified.  
... help to ensure optimum effectiveness.  
My interest and knowledge in this area was further enhanced by...  
My particular area of effectiveness is...  
Although I have found my current position to be professionally rewarding...  
My professional experiences are supplemented by...  
My goal is...  
... provides the opportunity to accomplish this goal.  
Let me thank you in advance for your consideration.  
Thank you for considering me for this very important position.  
Thank you for your time and consideration of my resume and qualifications.  
I look forward with enthusiasm to an opportunity for an interview.