

Job Application Cover Letter



Name:

Street:

City, State

Address:

Email:

Date:

To:

Company/Organization:

Street:

City, State:

Dear Sir/Madam

Hope international, Inc. has had a long standing reputation of providing quality goods and services to the clients without any improprieties since its initiation. The corporation is renowned for its design thinking techniques aimed at providing customer solutions that meet the demands and the desires of their customers. Corporate Staffing, which is engaged in the provision of recruitment services on LinkedIn recently posted on its official

website that you have a vacancy for a business communication officer. I bring to your attention the fact that I have been in the business communication department for the last two years with a multinational company and I am at this time seeking a novel employment opportunity to practice and enhance my skills for the purpose of career growth and advancement. My experience is similar to the qualifications going by the online advertisement for this vacancy.

As a proof of my bias in business communication, I graduated with a Bachelor's degree in Business Management at Sunset University. The units in strategic management and business communication prepared me properly for the role of a corporate communication officer and as such the course equipped me with the necessary tools for implementing business communication strategies to ensure that the reputation of the firm is firmly positive through efficient communication strategies and mechanisms.

My experience working as a business communication officer has prepared me for this position with Hope International, Inc:

- Awarded the most creative and innovative officer in the company after it was voted in as the bet in terms of corporate communication strategies.
- Implemented communication strategies that ensured timely delivery of communication within and without the business.
- Introduced the lean management strategy to cut down the operational costs in the communications department.

Kindly find and review the enclosed resume that has additional info related

to both my qualifications for this post as well as my past experience. Hope International, Inc is an impressive organization with an unmatched reputation and as such it's my deep desire that you consider my interest of being part of the organization. I am eagerly waiting for your response.

Sincerely

Name:

Enclosure: (Resume)