

World's Best (Job Specific) Cover Letter

ABC Corporation
123 Headhunter Rd
AnyCity, etc.,

E-mail: job@company.com

Today's date

Attention: Contact Name

Re: POSITION: Insert Job Title

JOB ORDER #: Insert job order number

I am very interested in the above-mentioned position that was advertised on (insert where you saw the posting)
I have enclosed my resumé for your consideration and I am confident that I would successfully handle this challenging position. As the following comparison shows, my experience and background are a strong match for your requirements.

Your Requirements	My Qualifications
Aerospace or Mechanical Engineering degree or diploma	MSc in Mechanical Engineering – Faculty of Aerospace Engineering
Minimum 5 years in a liaison type role in a related or similar aerospace industry sector	Over 10 years' experience in fluid filtration and mechanical design for aerospace industry as Technical Manager, Senior Design and Application Engineer in an international environment
Fluency in English and French is mandatory	Four years work experience in England at Pall Europe Ltd, good knowledge of French

In addition I would like to emphasize that I have extensive experience in the actual design of aircraft mechanical parts and a strong reputation for making a significant contribution to the businesses of my former employers.

I would appreciate the opportunity to discuss my qualifications and abilities with you in person and will call you in the next few days to confirm receipt of my application.

Sincerely,

Your Name