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## Sample CV Cover Letter

Richard Mwenda  
82 Albert Road, Walmer,  
Port Elizabeth, 6065  
(083)456 7890.

Date: 1st June 2014

Coega Development Corporation  
Human Capital Solutions,  
Commercial Road,  
Port Elizabeth, 6210,

Dear Mr. Justin,

This CV cover letter is to convey my curiosity in talking about the Customer Service Administrator position advertised on the Coega's website. The opening offered in this list is very interesting, and I am sure that my great experience and qualification will build me an ideal applicant for this position.

My key strengths that I have for achievement in this position contain the following:

- A self-starter person.
- Offer outstanding contributions to client service for all clients.
- Endeavour for constant excellence.
- Superb communication skills.
- Enthusiastic to become skilled at new things.

I have a broad experience of the type that provides you the flexibility to put me in several contexts with assurance that the degree of superiority you foresee will be met. Please give a look at my CV. I expect that you will find my experience and concerns interesting enough to deserve a in person meeting, because I am sure that I could offer worth to you and your client.

I am looking forward for call from you. Please contact me at above phone number.

Thank you!

Sincerely,

(Signature)

Richard Mwenda.

Enclosure CV