**Mr. Paul Courtney**

**Hiring Manager**

**ABC Distribution Company**

**Park View Road**

**635 London**

**30th Oct 2020**

**Dear Mr. Courtney**

Kindly accept this letter and my enclosed resume as an application for your vacancy as Supervisor at your organization.

I believe that I would be the best candidate for this position due to my leadership skills, academic qualifications, relevant work experience, and personal abilities.

I have done some research on your organization, and I have found it to have an excellent record in the automotive spare parts distribution industry. I am enthusiastic about the chance to join an industry leader in their niche.

As my resume shows, I have the ability to motivate people, possess excellent communication skills, superb decision-making skills, and also able to remain calm under pressure. I feel that I would bring extra expertise that is highly needed for the position, and I hope you will consider me for the position. I would be more than happy to pay you a visit to your office any day as from next week to talk with you in detail about what you expect from the potential candidates.

If you have any questions, kindly reach me on the number given below. In the meantime, thank you for taking the time to consider my application, and I look forward to hearing from you.

**Sincerely,**

**Michael Kent**

**444 River Road**

**756 London**

**Mobile: (888) 787 3648 469**

**Email: michaelkent657@gmail.net**