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| **robert smith**  **Field Officer** | Phone:(123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address:1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Upon learning of your vacancy for a Field Officer, I hastened to submit my resume for your perusal. As an enthusiastic and hardworking professional, I have an extensive background working on several projects relating to a variety of research and administrative tasks. And, I believe that my skills and other qualifications stand parallel to your job requirements.

While my attached resume gives an elaborate look at my academic qualification, work history, and personal skills, I request you to have a quick look at some of the core competencies that make me a suitable fit for this position –

* Outstanding research skills developed while I was working for \*\*\* for more than five years as their Field Associate.
* Currently working in \*\*\*, allowing me to become an expert in various areas which are outlined in your job description – watershed improvement, natural resources management, and soil and water conservation
* Considerable skills in gully checks, crop yield analysis, and farmer education
* Volunteered at the \*\*\*\* company for one year, which groomed my skills in conducting stakeholder and \*\*\*\* analysis
* Exemplary communication skills that will come in handy as I make presentations, and interact with various levels of management

Besides, I have also participated in various practical surveys conducted by \*\*\* County, and have helped create solutions for farmers at the county level. My research skills are finely honed enabling me to work effectively with government officials and community groups.

Having said this, I look forward to hearing from you at your earliest convenience so that we can discuss how my other attributes might best relate to your needs. Thank you for your time and consideration.

Sincerely,

[Your Name]