[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],

I write this letter to express job interest in the profile of Job Developer at [XXX Consultancy Services]. With extensive experience in the human resource sector coupled with a methodological approach in evaluating clients’ skills, I believe I am an apt candidate for this role.

[XXX Consultancy Services] has done a remarkable job in connecting organizations with the right candidates for the job openings. Your company’s special focus in helping especially-abled people to get the desired jobs is applaudable. It would be my privilege to be a part of your company.

I follow a systematic and methodological approach in evaluating the strengths and weaknesses of my clients which helps me filter the right job profiles where they excel. At my current workplace, my typical duties include:

* Conduct assessments to evaluate the skills and interests of my clients.
* Identify jobs depending on the interests and skills of my clients.
* Filling out job applications and assist in resume writing.
* Conducting mock interviews and preparing them for the interview.
* Helping clients develop relevant skills to get the job.
* Assist clients in choosing clothes to be worn during the interview.

I have a proven track record of helping clients land their dream jobs successfully. Furthermore, my strong interpersonal and effective communication skills help me to motivate the clients. With my experience and skillset, I believe I can be a significant addition to your team.

Thank you for your time and patience.

Sincerely,

[Your Name]

 **Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Job Developer**