**Robert Smith**

**Manager Trainee**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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 saw the job posting for the role of Manager Trainee at RXZ Ltd. on LinkedIn.com. Post reviewing it; I found the eligibility criteria to be parallel with my managerial skills and knowledge.

I have enumerated my current job responsibilities and accomplishments:

* Assisted the upper management in conducting various tasks.
* Assessed the needs of the departments.
* Performed clerical duties such as arranging documents, etc.
* Developed reports for the review of the upper management.
* Conducted data entry duties.
* Proposed new strategies and cost-effective plans.
* Oversaw 600+ accounts on a daily basis.
* Closed almost 290 loans.

I am a business management graduate and secured 89.5%. I am a goal-driven and committed professional, which has helped me hone my managerial abilities and other skill sets, and I am sure to contribute to the role’s expectations in a significant manner.

I appreciate your consideration of my job profile. You can have a look at my accompanying resume for more information on my career specifics. I look forward to having a further conversation with you.

Best Regards,

[Your Name]