

RESUME INTRODUCTION LETTER

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Introduction

A resume introduction letter is a formal letter written by an individual who has applied for a position in a company or an organization. The letter is like an attachment with the actual resume and is kind of an introduction to the resume or the CV. It is a lot similar to an email cover letter. It basically serves as an introduction for what is to follow.

Resume introduction letters will always contain some details about the resume or the person's interest in the position, but they will never contain or disclose much. Resume introduction letters are short letters and do not contain more than one paragraph.

Resume introduction letter Tips

Some tips to write a good resume introduction letter:

- Keep the tone of the letter short. Never divulge too much. Sometimes people make the mistake of informally describing their resume in the introduction letter. This is a mistake. Resumes and CVs are the documents meant to describe the person's qualifications and credentials. The introduction letter or the email cover letter is not meant for this purpose.
- Mention certain important details in the letter, such as when you had appeared for a prior interview, if any, or if there are any common conferences that you might have attended in the past. Describe anything that might be related to you participating in the affairs of the company.
- End the letter by thanking the person sincerely, since this is extremely necessary and the person must know that you are of a polite demeanor and nature and know how to be respectful to somebody who is your senior.

Sample Resume introduction letter

From,

Date-

To,

Subject: Resume introduction letter

Respected Mr./Ms. _____,

This is to inform you that I am officially applying for the post of Senior Executive Officer in your company. I have sent you my resume today, on the 24th of July, and am hereby thanking you for the opportunity to broaden my horizons by being able to apply for this job post.

I believe I have the credentials and the necessary qualifications for this job. I also believe I'll be able to live up to your expectations and deliver my full potential.

In addition to this, I urge you to consider my resume and my official application for this position. I believe you shall be receiving both of these documents shortly. I hereby sincerely hope that you will consider my application and my resume. I assure you I will work hard and deliver well.

Yours sincerely,

XYZ [Name and details]

Resume introduction letter Template

From,

Date-

To,

Subject: Resume introduction letter

Respected Mr./Ms. _____,

This letter is being written to inform you that on _____ [mention day and date], I have sent you my resume and my application for the post of _____ [mention designation]. I hope you will consider it for the post.

I hereby assure you that I will be a diligent employee and a sincere worker and will work proficiently and efficiently in order to deliver your company's goals and aims.

Kindly consider my application.

Regards,

_____ [Name and details]

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