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***300480***

***Class: First Year - A***

***IDE 112 Academic English***

**Assignment 2 – Response Paper**

**Covering Letter**

Dear Mr Guven,

I am writing to enquire if you have any vacancies in your company. I enclose my CV for your information.  
  
As you can see,I have had lots of work experience in office environments and service industries,giving me varied skills and ability to work with different types of people.I believe that i could fit easily into your team.  
  
I like to work hard with perfect dicipline.I pay attetion to details.I learn quick and ı am eager to learn new things from other people.I also have lots of ideas.I will get pleasure to work for a company with great reputation and high profile like ABC company.

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Yours sincerely