



Dear HR Manager,

I am writing to express my interest in working for Teleperformance in the position of Arab speaking representative and technical support advisor published in your website. This position matches perfectly my professional qualifications, skills and career goals so I would appreciate the opportunity to work for you.

I am a native Arabic speaker and a fluent English speaker. I have a long working experience as a head manager within various stores and companies, details of which you can notice further in my attached curriculum vitae. I was also owner of two stores a strong experience that fully developed my time management, business and leadership skills.

I have excellent communication and interpersonal skills thanks both to my working experience and my extract personality. I am able to handle demanding situations with composure and professionalism as I have worked in a refugees' camp having to deal with stressful emergency situations in a daily basis. I am very well organized, flexible and able to adapt within a multicultural working environment as I had my own business and I have been worked in several foreign countries. I am a strong team player while at the same time I take initiatives.

Working for Teleperformance will be a crucial step for my career's promotion. At the moment I am seeking for an opportunity to apply my on-the-job skills and use my experience to succeed in the field of costumer services which is my passion. I am highly motivated and confident that I can be a very active member of your team.

→ If you know the name of the person you are writing to, please write it here

1st paragraph: Brief Self – Introduction

- Who we are and why we are writing this letter?
- Where did I learn for this position?

2nd -3rd paragraph: Matching our skills and knowledge to the job requirements

- Why I am suitable for this position?
- What can I offer to the company?
- Have I any working achievements relevant to this position?
- Which are my skills suitable for this position and how did I get them?
- **Attention!** Please carefully read the lists of job requirements and responsibilities mentioned in the job description. Then try to match them to yours one by one.
(eg. I have excellent communication skills as I have been worked as a customer care agent)

4th paragraph: Your Motivation

- Why do I want this position?
- How this position reach my ambitions, skills and interests?
- What do I expect from working there?
- Would I wish to get a career promotion within this company?



I am always at your disposal for an interview or any further information. Looking forward to hearing from you soon!

Yours Sincerely,

(your name)