**Cover letter**

Name

Address

Phone number

Email Address

Dear Manager.

Hello this is Name, am a male Japanese, who is willing to seek in the job I can be suitable. I have an interest in meeting and talking with people in a different background. I also have no problem working on public holidays or weekends. I am trying to get used to English, and am getting fluent second by second. Also this job has really big merit about this. I’m flexible, quick to pick up new skills and eager to learn from others, and am taking all things with responsibility, ownership mind, and cooperation, which are very essential to the fact that it creates confidence with me and with the others I am working with.

・I had played football for 10 years from Junior High School to College. Through this experience,I was able to get an ability of teamwork ,patient and continuity.

・I had experienced to work at Japanese bank for 5 years. My mainly job was sales representative and loan teller.

(今までの経験・経歴と、それを通じて何を得ることができたか記入)

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 keep my CV on file for any future possibilities.

I can be reached at the number or email address above.

Yours sincerely.

Name