

名前→ Momoko Kita

連絡先 { X-X-X Shoto, Shibuya-ku,
Tokyo 150-0046
Mobile: 090-XXXX-XXXX
momomo@xxxx.com

日付→ May 25, 2015

担当者名 { Mr. George Smith
Personnel Director

応募先の住所 { IT Trading Inc.
X-X-X Ichibancho, Chiyoda-ku,
Tokyo 100-1000

書き出し→ Dear Mr. Smith,

自己アピール { I would like to apply for the position of Sales Manager which you advertised in OO. I believe my several years of experience in sales qualify me for the position.

I have been working for Japan Trading Inc. for more than eight years. I am responsible for developing the distribution system of imported food to major stores.

Although I enjoy working at present position, I feel that my skills can be better utilized in a more challenging job offered by a global company such as yours. I have developed effective negotiation skills through my job, and believe I can be an asset to your company.

謝意 { I would appreciate it if you would give me the opportunity to meet with you. Please contact me at momomo@xxxx.com or 090-XXXX-XXXX. I look forward to hearing from you soon.

結び→ Sincerely yours,

署名及び氏名 { *Momoko Kita*
Momoko Kita

同封物→ Enclosure: resume