

Sample Cover Letter

Sim Ngezahayo
333 Smith Street, Winnipeg, MB
sim@companyname.com

September 12, 2022

Re: Application for the position of Localization Project Manager

Dear Hiring Manager,

I am pleased to be applying for the position of the Localization Project Manager that was advertised on Indeed Canada. I believe I am the perfect candidate for this position based on my extensive knowledge and fifteen-year experience in the localization industry. As a localization specialist with demonstrated attention to detail and excellent interpersonal skills, I am confident that I will be a valuable asset to your team.

I joined Galaxy Consulting Inc. as an independent localization management consultant after graduating with a master's degree in localization management at the University of Manitoba in 2005. I have honed my skill set by mapping out the processes of project development, execution, and delivery. After designing a seamless localization strategy for this organization, I am currently looking for a new challenge. Your request for proposals indicates that you require a candidate who is experienced in overseeing end-to-end localization workflow and I believe that I am the best fit.

My professional contributions have driven substantial successes for Galaxy, and I would be proud to take your approach to your clients' localization needs to the next level and boost your international business image. I look forward to discussing my unparalleled track record in localization with you in more detail.

Thank you for your consideration.

Sincerely,

Signature

Sim Ngezahayo