**Scrisoare de intentie**

Nume si prenume:

Adresa:

Telefon:

E-mail:

Stimate Domn/ Stimata Doamna,

Va prezint candidatura mea pentru postul de .................................., de care am luat la cunostinta cu interes prin intermediul anuntului aparut pe site-ul…............................... Pe parcursul intregii mele activitati profesionale (conform CV-ului anexat) am avut ocazia sa imi valorific cu succes calitatile manageriale de decizie si actiune.

Mi-am dezvoltat abilitatile de ................., in timpul activitatilor de .........................., pe care le-am desfasurat in cei .......... ani de cariera. Consider ca satisfactia clientului este cel mai important aspect al unei afaceri si am reusit sa impun echipei mele aceasta orientare. Am in subordine o echipa pe care am reorganizat-o si am instruit-o. Conceperea si administrarea bugetului proiectului au reprezentat doua dintre responsabilitatile mele, avand ca principal scop gestionarea eficienta a resurselor financiare si controlul costurilor.

Doresc sa pun accentul pe importanta pe care o acord muncii mele si pe scopul declarat de a obtine rezultate masurabile. Capacitatea de a gasi solutii si de a ma adapta diverselor situatii de munca, precum si importanta acordata oferirii unor servicii de calitate, reprezinta atuuri suplimentare ale pregatirii mele profesionale. Nu in ultimul rand, mentionez foarte buna cunoastere a limbii ................... si faptul ca am absolvit o facultate cu specialitatea ….. si un MBA cu specializarea..................…...

Doresc sa va multumesc pentru timpul si interesul acordat candidaturii mele si sunt convins ca in cadrul unui interviu va puteti convinge de calitatile profesionale mentionate mai sus.

Cu deosebita consideratie,

**Cover letter**

Name:

Adress:

Phone:

E-mail:

Dear Mr/Mrs/Miss,

My name is .........................................., and I am writing to apply for the position of ...................................posted to ............................ on .................................

With .......... years of professional ...................... experience, I believe I would be a perfect fit for this position. I graduated with a Bachelor’s in ........................... from .......................................... in .............................. and went on to earn an MBA/masters degree from ......................................... in .................... Since graduating, I have worked in the marketing departments of multiple companies, including ................, ......................., and ......................

My most recent position, as ....................... of ............................. marketing team, gave me a great deal of experience that I feel would directly benefit your company. I was charged with completely overhauling the .......................... social media strategy, and my innovations, combined with the new ad strategies I implemented, increased sales by over .................................. I built relationships with many ................. and ........................ while I was at ................................., and while I loved my time there and will greatly value the skills I learned, I feel it’s time to embark on a new adventure. ............................. has been on my radar for quite a while, and when I saw this job posted, I knew it was the perfect fit for me.

If you would like to discuss my qualifications further, please don’t hesitate to call me at ..................................... I can also be reached by email at .............................. Feel free to check out my social networks as well. I maintain an active presence on each of my personal ones, and the work listings will give you an idea of what I’ve done at my past companies.

Sincerely yours,