

Xxx essay examples

[Sociology, Communication](#)



Dear, Sir/Madam

Re: Application for a job vacancy

I xxx hereby applies for a job position in your organization as a mentor/life coach. I learnt about the opening in the organization on a visit to your organization. Upon close look at the vacancy I realized it has several duties which I will be required to undertake. As a coach I will be working with various stakeholders in the organization.

Having closely examined the requirements of the vacancy, I believe I possess necessary skills. I just finished on Interpersonal Effectiveness course and am currently undertaking a degree program on the same field.

Interpersonal effectiveness is a course that has been extremely resourceful to me in learning various qualities which would make an outstanding candidate for the job vacancy.

As a form of training, I have learnt the need for respect of organizational ethical standards, which are extremely fundamental for proper running of the organization. I am a competent individual who has respect for diversified thoughts with the ability to see multiple perspectives of an issue. I am also, a culturally sensitive individual who is ready to adapt to new culture so as to sustain dynamism in the organization. As a mindful person, I understand That all people should be given equal chances to express themselves. I am also a good team player with excellent listening skills.

Through the above personal analysis I believe I am an outstanding candidate for this job vacancy. Combining the above named skills with normal life skills I would use this job to make a difference in the lives of many people.

Kindly consider my request and offer me a job a mentor coach in your organization. I hereby await your confirmation.