

Strong Version:

Chinwe Nwosu

+234 803 123 4567

chinwe.nwosu@gmail.com

20th October, 2023

Mr. Michael Chen

Hiring Manager

Innovative Tech Solutions

Why this works:

- Full name and correct phone/email for easy contact.
- Date written in the common Nigerian formal style.
- Proper address with full name and title shows respect.
- Full company name to avoid any confusion.

Weak Version:

C. Nwosu

Phone: 0803xxxxxxx

Email: chinwenwosu@gmail

20/10/23

Mike

Manager

ITS

Why this is weak:

- Only initials, not very professional.
- Phone and email incomplete or unclear.
- The date is shortened, and looks informal.
- "Mike" sounds too casual; no title or full name.
- Abbreviated company name not very respectful.

