

**From**

Applicant name,  
Address.

Place:

Date:

**To**

The HR manager.  
Company name,  
Address.

Sub: Job application for the position of **Sales Manager**.

Dear Sir/Madam,

This is with reference to your advertisement published in the **Hindu paper** on **25 May 2022** for the position of **Sales Manager**.

I believe my skills, qualification, and experience will make me the right candidate for this job position. I am an **MBA** graduate with **two years** of experience in the field of **Marketing**.

Please find my resume attached with this letter and kindly consider it for the available job position.

Thanking you.

Sincerely,

Your name & signature.

Mobile no.