**From Place:**
Applicant name, Date:
Address.

**To**
The HR manager.
Company name,
Address.

Sub: Application for the job.

Dear Sir/Madam,

I am writing this to express my interest in the position of **[job title]** in your esteemed organization.

I have all the skills, qualifications, and experience specified in your job description, which gave me the confidence to apply for this job.

I have attached my resume for your consideration and look forward to meeting you.

Thanking you.

Sincerely,
Your name & signature.
Mobile no.