

**From**

Applicant name,  
Address.

Place:

Date:

**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.