

From

Applicant name,
Address.

Place:

Date:

To

The HR manager.
Company name,
Address.

Sub: Application for the post of **[job title]**.

Dear Sir/Madam,

I am writing this to apply for the position of **[job title]** in **[Company name]**. I was informed about this job offer by my friend **Kishore Kumar** who works at your company as a **computer operator**.

I have been working in a similar job role for the last two years and I trust I have required education, experience, and skills required for this job.

I have attached my resume for your review and I shall be glad to come for an interview at your convenience.

Thanking you.

Sincerely,

Your name & signature.

Mobile no.