

**From**

Applicant name,  
Address.

Place:

Date:

**To**

The HR manager.  
Company name,  
Address.

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

Sub: Job application.

Dear Sir/Madam,

In response to your job advertisement for the post of **[job title]** in **[News paper/job portal]** on **[date]**, I wish to apply for this position as my skills and experience match the job description provided.

I have completed my **[Education]** from **[college name]** in **[year]**. I am a quick learner and have a strong enthusiasm to learn about my job.

Kindly consider my resume enclosed with this letter and I shall be extremely thankful for any job opportunity.

Sincerely,

Your name & signature.

Mobile no.