

**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,

Responding to your ad published on **LinkedIn** on **[date]** for the post of **HR manager**, I would like to apply for this job.

I am currently working with **[Company name]** since **[Month & Year]** and looking for a better career opportunity.

Please find my resume enclosed with this letter and consider if my profile suits your requirements. I hope I will get an opportunity for an interview.

Thanking you.

Sincerely,

Your name & signature.

Mobile no.