

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 excited to hear about your job opening for the post of **[job title]** in your company. I am a **[Education]** graduate with more than **2 years** of hands-on experience in the field of I believe that I will be a good fit for this job role.

I can assure you that I will do my best to comply with the requirements of the position.

Please review my resume enclosed here and kindly let me know if there is an opportunity for an interview.

Thanking you.

Sincerely,
Your name & signature.
Mobile no.