**To** Place: Visakhapatnam,  
The HR Manager, Date: 04 Jan 20223.   
Company Name,   
Visakhapatnam.

Sub: Application for the position of **[Job Title]**.

Dear Sir/Madam,

Please consider this letter and enclosed resume as my application for the position of **Sales Manager** as advertised on **Naukri.com** **on 25 Nov 2022**.

I am an **MBA postgraduate** with a total of **5 years** of experience in the field of Sales. I am confident that my expertise, knowledge, and experience will contribute to your company.

I have a good communication and interpersonal skills required for this job. Please check my resume to find out more about my skills and experience.

I would be very grateful if you would give me a chance to appear for an interview. Please let me know if you want more information about me.

Thanking you.

Sincerely,   
Your name.  
Email ID.   
Mobile No.