**To** Place: Hyderabad,  
The HR Manager, Date: 21 Jan 20223.   
School Name,   
Hyderabad.

Sub: Application for the position of ………………

Dear Sir/Madam,

I am writing in response to your ad for the **Accounts Manager** position posted in the **Hindu newspaper** on **December 5, 2022**. As I meet the eligibility criteria, I would like to apply for this position.

I am an **M.Com Post graduate** with over **3 years** of experience in the field of **Accounts.** I have strong communication and leadership abilities.

Enclosed is my resume for your consideration. If you think the profile fits your job requirements, please consider my application.

I would be pleased to attend an interview to talk to you personally about how my skills and strengths can best serve your organization. I hope you will kindly give me such an opportunity.

Thanks for your time and consideration.

Regards,   
Your name.   
Email ID.   
Mobile no.