**To** Place: Visakhapatnam,  
The HR Manager, Date: 05 Jan 20223.   
ABC Foundation,   
Visakhapatnam.

Sub: Application for the position of **“Job Title”.**

Dear Sir/Madam,

I am writing regarding your opening for the position of **"Job Title"** at **ABC Pvt Ltd**. I recently graduated from **Andhra University** in **Visakhapatnam**. I believe my skills and knowledge would be a valuable asset to your organization.

I would appreciate the opportunity to come to an interview and further discuss my qualification and skills.

Please find the enclosed resume for your reference. I am available anytime at your convenience.

Thank you for your time and consideration.

Sincerely,   
Raghuram Padala.   
raghupdlxx@gmail.com   
9452XXXX50.