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

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

Dear Sir/Madam,

This is to express my interest in the role of **[Job Title]** within your organization. I discovered this position through **LinkedIn** and I believe I have the relevant skills and qualifications.

I have completed my **[Education]** from **Andhra University** with a **7.5** GPA. I have enclosed my resume with this letter to provide you with further details about me.

You can reach me anytime on my mobile no. 8542XXXX50 (or) to my email id gayatrijnxx@gmail.com

Thank you for your time and consideration and looking forward to interviewing with you

Regards,   
Your name.