**To** Place: Hyderabad,  
The HR Manager, Date: 12 Jan 20223.   
XYZ Pvt Ltd,   
Hyderabad.

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

Dear Sir/Madam,

I am writing in response to your job notification for the position of **Sales Manager** at **Varun Motors Pvt Ltd**.

I completed my **B.Com in Computers** from **Pydah Degree College** with an aggregate of **72%.** I have effective communication and time management skills and I believe these skills are well suited to this position.

Please refer to the enclosed resume for more information about my education and skills.

I look forward to your favourable response and thank you in advance for your time and consideration.

Sincerely,   
Vinay Koduru,   
vinaykdrxx@gmail[.](mailto:vinaykdrxx@gmail.com)com   
7488XXXX50.