To,

\_\_\_\_\_\_\_\_\_\_ (employee’s name)
\_\_\_\_\_\_\_\_\_\_ (employee’s address)
\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_

From:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your name)
\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your address)
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_ (date of writing letter)

Dear Mr. /Ms\_\_\_\_\_\_\_ (name of the concerned person),

I have come across your advertisement regarding the post of ………………..(mention post)  in\_\_\_\_\_\_\_\_\_(mention where you saw the advertisement) dated\_\_\_\_\_\_\_(mention date of advertisement).

I am a graduate in…………..(mention subjects) from \_\_\_\_\_\_\_\_\_\_\_ University (name). Currently I am working in ………………….(name of current employer) as a …………………..(designation). I have around\_\_\_\_\_ years of work experience.

I am sending all my certificates including resume for your perusal. Please inform me through email or call me on the telephone number given in the resume if I am short listed.

Your organization has good reputation in the industry and I want to be a part of this esteemed organization. If I am selected, I shall put in all me efforts and become an asset to the organization.

Looking forward to hear from you,

Thanking you,

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_ (Your name)