

Your name,  
Your address  
Post Code, City,  
State, Country

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Name or Title of Person  
Their address,  
Their Post Code, City,  
State, Country

[01 JANUARY 2015]DAY MONTH YEAR(IN CAPS)

Dear Name of Person/ Mr./Sir/Miss/Madam/,

Ref : APPLICATION FOR [JOB TITLE] POSITION

In reference to the subject above, I, [Your Name] am interested in being part of your company as advertised at [Newspaper or website]. The nature of my background [Qualifications] has prepared me for this position. I enclose my CV and resume for your further reference.

With my competence and the ability, I bring the energy and commitment to the table and thrive in your organization's innovative environment. I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile such as [Name of Company you're applying for]. *\*Also elaborate on relevant experiences\**

I would be delighted to discuss further with you at your convenience. I can be reached anytime via email at [youreemail@mail.com](mailto:youreemail@mail.com) or phone at 01x-xxx xxxx. Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours faithfully,  
Your name  
Phone number