Job Application Letter Format

From
_____ (Your name)
_____ (Address)
Mobile: _____ Email: _____

Date: _____

To
The HR Manager / Hiring Manager
_____ (Company name)
_____ (Address)

Subject: Application for the post of _____

Dear Sir/Madam,

I came to know about the vacancy for the post of _____ through _____. I wish to apply for this position.

I have completed _____ from _____ in _____ and have ____ years of experience in _____. I am skilled in _____ and _____, and I can work well in a team.

I have attached my resume and copies of my certificates. I would be grateful for an opportunity to attend an interview at your convenience.

Thanking you,
Yours faithfully,

_____ (Signature)
_____ (Name)

Enclosures: 1. Resume 2. Mark sheets / certificates 3. Photo ID

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