Your Name

Telephone  |  Email address  |  Street Address, City, ST ZIP Code

Date

Recipient Name

Title

Company

Address

City, ST ZIP Code

Dear Recipient:

My name is [NAME HERE]. I learned about this job through [TEXT] and intend to apply for it.

Mr. [Manager/Other], I worked as a manager in [Company Name] for [X] years and have a work experience necessary for this job. It has always been my priority to work under a kind, intelligible and professional company as yours and will provide you with all the skills I possess for the betterment of the company and will try to fulfill my commitments on the best possible level under you sheer observance.

My resume has been attached to the letter along with my other educational documents. kindly take my letter and resume for your consideration.

Thanking you in anticipation.

Sincerely,

Your Name