

Job Application letter Format

From:

_____ (Your name)

_____ (Full postal address)

_____ (Your e-mail id)

_____ (Your contact phone/mobile number)

Date: _____

To,

The H.R/Manager (Department and/or company)

_____ (Name of the company where you wish to send the application)

_____ (Address)

Sub. : Application for the post of _____.

Dear Sir/ Madam,

I come to know through some reliable sources that there is a vacancy for the above mentioned post in your esteemed organization. I would like to offer myself as a candidate for the same and enclosing herewith my Resume / Bio-data for your kind consideration.

I hope you will find my Resume/Bio-data in line with your requirement and give me a chance to represent myself to serve with your esteemed organization.

Thanking you,

Yours sincerely,

_____ (signature)

(Your Name)

Encl : (1) Bio -data / Resume