

DEPT. OF LAW, JIWAJI UNIVERSITY GWALIOR

By- Rahul Mishra
(Guest Faculty of English, Jiwaji Univeristy)

LETTER WRITING CLASS- 2

Job application letter sample - 1

From
Full postal address,
City, State,
Pin code

Date: 25/4/2014

To
The Proprietor,
XYZ Enterprises,
Address line 1,
City, State,
Pin code

Subject: Application for the Role of {Sales Manager} at XYZ Ltd.

Dear Mr./Ms./Mrs. {Recipient's Name},

This is with reference to your job requirement on {portal name} for the role of Sales Manager. I truly believe that my qualifications and experience make me a perfect candidate for the job.

I completed my MBA in Sales and Marketing from {Institute Name}. I have worked as an Area Sales Manager and Assistant Marketing Manager at {Company Name}. During my stint as Area Sales Manager, I conceptualised and executed a Customer Engagement Program that resulted in higher sales. As Assistant Marketing Manager, I worked on the planning and execution of a new product launch. With 4 years of experience in B2B sales and marketing, I have an in-depth understanding of the process. I am confident that I will be the right fit for the job.

I have attached my CV to the email for your reference. Please have a look at it.

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I hope to meet you and discuss this opportunity further. Thank you for considering my application for the role.

Best regards,

{Your Name}

Mob: {Your Contact Number}

Email Id: {Your Email Address}

Job application letter sample - 2

From

Full postal address,

City, State,

Pin code

Date: 25/4/2014

To

The Proprietor,

XYZ Enterprises,

Address line 1,

City, State,

Pin code

Subject: Job Application for {Assistant Manager – Supply Chain}

Dear Mr./ Ms./ Mrs. {Recipient's Name},

I am writing to apply for the position of Assistant Manager – Supply Chain at your esteemed firm. I got to know about the job role through a member of your team, {Mr./Mrs. Name, Designation}, who happens to be my neighbour.

I have completed my Masters in Supply Chain Management from {University Name}. I worked as a Management Trainee for a year at {Company Name}. At {Company Name}, I gained vast knowledge and experience about supply chain

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management in an e-commerce field. I was also a part of the team that was responsible for planning and executing new inbound supply chain processes.

Working at your esteemed e-commerce organisation is the dream of every person who wants to make a career in supply chain management. With my experience and skills, I will surely be able to add value to your business.

I request you to consider my application for the role. My resume and cover letter are attached to the email. Please refer to them for more information.

Kindly feel free to contact me for further discussions.

Thank You.

Yours sincerely,

{Your Name}

Mob: {Your Contact Number}

Email Id: {Your Email Address}

Job Application Sample 3

From
Full postal address,
City, State,
Pin code

Date: 25/4/2014

To
The Proprietor,
XYZ Enterprises,
Address line 1,
City, State,
Pin code

DEPT. OF LAW, JIWAJI UNIVERSITY GWALIOR

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Subject: Application for the Post of {Software Developer}

Dear Mr./Ms./Mrs. {Recipient's Name},

This is regarding your post on {Portal} about a vacancy in your company for the role of Software Developer. Please accept my application for the same.

Here is a brief about myself. I have completed B.Tech in Computer Science from {Institute Name}. I secured {Marks/Grade} in my final exams and passed with {distinction/Percentage}.

During my studies, I participated in various tech fests and also won a gold medal for creating an app from scratch in an inter-university tech competition.

I am confident that I have the skills to excel at your dynamic organisation. I have always dreamed of being a part of your company due to the development opportunities you provide. I request you to give me an opportunity to learn and grow at your esteemed firm through this job role.

Please refer to my resume and cover letter, attached with the email, for detailed information.

Thank You.

Yours sincerely,

{Your Name}

Mobile: {Your Contact Number}

Email Id: {Your Email Address}