

[Date]

[Name of Recipient]

[Designation of Recipient]

[Company Name if Applicable]

[Address]

Dear [name of recipient]:

I am writing this letter to introduce myself and to express my intent to work for your company. I have also attached my CV should you want to assess my experience, education, and skills.

I am aiming to contribute to the progress of your company while attaining professional growth on my part. And I am confident I will be an asset to your organization.

I am more than willing to attend an interview or take an exam in your office at your preferred date and time.

Thank you and I am looking forward to your positive response on this matter.

Should you have any questions on this matter, please do not hesitate to reach me through my mobile phone number [insert mobile phone number here] or email address [insert email address here].

Best Regards,

[Name of Sender/Applicant]