

Bruce Wayne

32 S Riverview,
14 Three Elms field,
Garby Stourling, GN

Ph #: (314) 555-5286.

Date: June 10, 2009.

Clark Kent

HR Manager, XYZ, Inc.,

4 Tiverton Lane,
London SW,

Ph #: (512) 555-3909.

Dear Mr. Kent,

I am very much pleased to apply for the post of System Analyst in your company. I consider that my credentials and interests match with your requirement and want to apply for the same.

With a BE degree in Computer Science, I have a full understanding of SDLC phases. I also have in-depth knowledge of Operating Systems and several Programming Languages. As a part of my current job I have worked on the projects from very reputed and big companies which such as NanoHard, Peach, LTT.

Although I am enjoying my present job, I am looking out for new opportunities in the same field. I hope to get a call or an e-mail from you soon to arrange a personal meeting and discuss the prospect.

Sincerely,

Bruce Wayne.

Enclosure : Resume.