

Request Letter for Job Vacancy

Name of the Sender

Company Name

Job Title

Address

Contact Details

Date – DD/MM/YYYY

To,

Name of the receiver

Company Name

Job Title

Address

Contact Details

Subject: ----

Dear -----,

I ----- (mention your name) writing this letter to apply for the position of ----- (mention the position) with your company (mention name) ---- located at ----- (mention location).

I have seen the job vacancy on ---- (mention the job vacancy) and I feel that it suits my profile, education qualification and skills. My key strengths that I have learned and achieved throughout my education years and work experience are mentioned below:

----- (mention key strengths in points).

To learn all about my skills and work experience, I am enclosing a copy of my resume and other documents with this letter.

Kindly, consider my application for the job vacancy and I will be more than willing to be associated with your esteemed organization.

Looking forward to hearing from you soon.

Yours Sincerely,

Your Name

