

Request Letter for Job opportunity

To,
Name of the receiver
Company Name
Job title
Address
Contact details
Date – DD/MM/YYYY
From,
Sender's name
Company name
Job title
Address
Contact details
Subject: -----

Dear -----,

Hello, hope you are doing great!

It is my pleasure to connect with you.

I ----- (mention your name) with educational qualification ----- (mention your education) and working as a ----- (mention job title) with ----- (mention company name) at ----- (mention location).

I have completed my studies in ----- (mention the year) and since then, I have been working with total years of experience ----- (mention experience). After gaining work exposure in the current position now I am looking forward to achieving and learning more through a better job opportunity. My aim always has been growth in terms of my career and with the recent opening with your esteemed organization I am sure is best suited for me.

I am also attaching a copy of my resume and other documents and letters with mail for your reference. I also assure you that if given a chance I will prove to be an asset for the company. Kindly, consider my application for the mentioned position in your organization and will be looking forward in getting a positive response from you.

Yours Sincerely,

Your Name

Contact Details

