

# Letter of Intent to Apply for a Position

To Recruitment manager  
IACK enterprises  
California

Dear Sir/Madam,

I am penning down this letter to apply for the post of Junior Engineer at ABC enterprises. I would love to be a part of your organization. I am a graduate in computer science and completed my degree from the best college in California. I also have practical experience of 3 years in a retail company.

I would love to improve my knowledge in this profession within your organization. I also know about the work quality of your organization which keeps the organization up in ranking. If you give me an opportunity to work with your organization, I shall definitely bring a strong strategy to your organization with my experience and knowledge. Kindly see the CV enclosed with this letter. If you have any queries, feel free to contact me at [abc@123.com](mailto:abc@123.com).

I look forward to hear from your side. Thanks for your consideration and time.

Regards,  
Jimmy

