

JOB REQUEST LETTER

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Introduction

This type of request letter is written when you are applying for a job in an organization. Through this letter you can even provide documents supporting your caliber. Your willingness to join the organization can also be well explained through this request letter. Though you can only submit your CV also, but a request letter will express your interest in working for the organization.

Job Request letter Tips

Following tips should be considered for writing an effective job request letter:

- Firstly it is vital to express your professionalism while writing this letter.
- You should provide your complete details which should be compatible to the job requirements.
- Letter should be brief and concise.
- Tone of the letter should be formal and express your willingness towards working in the organization.
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample Job Request letter

To,

Mr. John Mathew

Head (HR)

Nutech Technologies

London

Date (Date on which letter is written)

From,

Peter Joseph

Sub: Application for the post of Account Manager

Dear Mr. Mathew,

This is with reference to your advertisement in newspaper regarding the requirement of above mentioned post in your esteemed organization. I feel privileged to apply for the same. My qualifications are compatible with job requirements you have advertised. I have an overall experience of 10 years in the similar profile. I assure you, if given a chance, I will discharge my duties to the best of my ability.

I am enclosing my certificates and all the relevant documents for your kind consideration. I would be very grateful to you if you consider me eligible for this position.

I look forward to have a favorable response from you.

Yours sincerely'

Peter Joseph

Job Request letter Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear _____,

With reference to your advertisement dated _____ for the requirement of _____ (mention position) in your organization, I am submitting my application for the same. I have an overall experience of _____ (mention period) years in this field. I assure you that my qualifications are as par with your requirements as mentioned in the advertisement. To support this, I am enclosing all the relevant documents for your consideration. I assure you that if given a chance, I will work harder to come up to your expectations and you will not regret on your decision.

I hope that you will consider my application for the post and give a response in my favor. Looking forward to have a positive response from you,

Yours sincerely'

(_____)

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