

SAMPLE APPLICATION COVER LETTER

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Introduction

Cover letters usually contain all the details needed to understand the purpose of the letter. Cover letters are written when applying for a job, sending an application to various departments like electricity, water and telephone etc.

Sample Application Cover Letter Tips

The following tips will help you to write a sample application cover letter:

- As it is a formal letter, it has to be written carefully by including all the details.
- The language should be simple, easy to understand and precise.
- The content of the letter should be straightforward.

Sample Application Cover Letter

To

Kalyan Sirish

Star Enterprises,

Koramangala,

Bangalore

Dear Mr.Sirish,

I am writing this letter in response to your company's advertisement regarding the post of Loan Administrator.

I have the qualification, experience and skill set which match with your requirements. I am sending my resume for your review. Along with academics I proved my talent in various competitions in debate, elocution and group discussion.

Currently I am working with a private firm as a marketing executive. I have experience in dealing with tough clients. I hope you will consider me for this position and short list my name for interview.

I am aware of the reputation your company has in the industry and I want to be a part of this esteemed organization.

If you select me for the post, I shall put in all my efforts to excel and bring laurels to the company. Please inform me through email or call me on the telephone number given in the resume.

Looking forward to hear from you,

Yours Sincerely,

Vikas Kumar

Sample Application Cover Letter Template

To,

_____ (employee's name)

_____ (employee's address)

From:

_____ (Your name)

_____ (Your address)

Date _____ (date of writing letter)

Dear Mr. /Ms _____ (name of the concerned person),

This letter is with reference to your advertisement in _____ (cite source) dated _____ (give date) regarding the vacancy for (cite post). I am interested to apply for this post.

I have a graduate degree in (name of institute) in (name of place). Currently I am working in (name of institute) as a (cite post). I have around years of work experience. I am looking for a better avenue to work and found your company to be impressive.

Along with my resume I am sending copies of all my certificates for your perusal.

I want to be a part of your esteemed organization and hope I will short listed for the interview. If I am selected I shall work hard to bring laurels to the company. Please inform me through email or call me on the telephone number given in the resume.

Looking forward to hear from you,

Yours Sincerely,

_____ (Your name)

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