

SOLICITED APPLICATION LETTER

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Introduction

Since a request is made through an application, the tone of the letter should be polite. It should be impressive and contain all necessary information.

Solicited Application Letter Tips

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

- As all applications come under formal letters, the words and phrases should be carefully chosen.
- The language should be simple and easy to understand.
- The content of the letter should be short and straightforward.

Sample Solicited Application Letter

To

The Recruitment Manager,

Tata Steel Industries,

Jamshedpur

1st October 2013

Subject: Job Application

Dear Sir/Madam,

This letter is in response to your advertisement in Times Newspaper dated 28th September, 2013 for the post of a mechanical engineer in your company. I am interested to apply for the job.

I am a graduate in mechanical engineering and currently I am working with SESCO Company, Bhilai. I have two years work experience in this job. Along with academics, I am good at sports and other extracurricular activities. I am sending my resume and copies of all relevant certificates. Please verify them and let me know if I am considered for the post. My experience and qualification are suitable for the post you have advertised for.

Please inform me through email or call me at 9987678967. If I am selected, I shall put in all my efforts to excel in the job.

Looking forward to hear from you,

Yours Sincerely,

Naveen Kumar

Solicited Application 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),

I have seen your advertisement in _____ (state place) dated _____ for the post of(mention post). I am interested to apply for the job.

I have a graduate degree in(mention subjects) and currently I am working in a private firm as(mention job profile). I have aroundyears of work experience in this job.

I am looking for better prospects to work and your company is one of the best employee friendly companies in the industry. I will be happy to be associated with your company.

I am sending all my certificates for your perusal. Please verify them and let me know if I am suitable for the position. If I am selected, I shall put in all my efforts and excel in the job.

Looking forward to hear from you,

Yours Sincerely,

_____ (Your name)

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