To

The CEO

Alison Blue Ltd

4545,Hub station Neither land

Subject: Application for the position of {……………} at Alison Blue Ltd.

Dear Mr./Ms./Mrs. {Recipient's Name},

With reference to your job advertisement from Times of India on {portal name} for the role of ………………... I truly believe that my qualities, traits and qualifications make me a perfect candidate for the job.

I have completed my Masters in computer science from {………………………}. I have worked as an Assistant Manager at {Company Name}. During my experience as an assistant Manager, I have experienced a lot about hard work that gives an immense profit to the company . As Assistant Manager, I worked on the planning and execution of a new project launch of the company and many of the research papers. With 5years of experience in B2B in marketing, I have an in-depth understanding of the process and have a knowledge of job process of the company.

I have enclosed my resume to the email for your reference. Please have a look at it and respond ASAP.

Expecting a call for an interview

Thanks for the time and consideration

Best regards,  
{Your Name}

Email-

Contact No-