**Your Name**

Home Address:……………………………..

Email: ………………………………………….

Contact number: ………………………..

Date: ……………………………………………

**Company Name**

(Address of the company)

Office Phone : ……………………….

Website : ……………………….

Dear Mr./Ms. (if you know the recruiter’s name)

**First Paragraph:** Mention that where you got employment information and the position that you are applying for. You should convince the hiring manager to offer you the interview opportunity or appointment.

**Second Paragraph:** Describe the key strengths that you possess and detail your relevant experiences to the position that you are applying for. Make strong connections between your abilities and their needs, should describe what you have to offer the employer.

**Third Paragraph:** Express your delighted feeling as soon as the interviewer contacts you for interview or want to ask for more detail from you. Also express your strong determination and willingness that you are suitable to the position.

**Last Paragraph:** Mention that you look forward to hear from the interviewer soon.

Sincerely yours, (if you mention interviewer’s name and if you don’t know the name: Faithfully Yours)

**Signature:**

Your Name