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Letter of Application Sample

You are looking for a full-time job, and recently you saw a job opening in an advertisement.

Write a letter to the company. In your letter:

- introduce yourself
- explain what sort of job you would like to do
- and say what experience and skills you have

You should write at least **150** words.


Sample Answer 2:

Dear Sir or Madam,

I am writing this letter regarding the job opening that you have advertised in a newspaper last week. I would like to apply for the post and I am hoping you would consider me a deserving candidate for the job and let me discuss my suitability for the post in a formal interview.

I am looking forward to getting a job that would enable me to work on and manage software projects that are developed in Java and Oracle database. I want to work as a project manager and expect opportunities for my career growth.

I have completed my graduation in Computer Science and Engineering. Besides, I have 5 years' experience in the software development field and my expertise is in Java programming. Moreover, I have in-depth knowledge of Oracle Database system.

The reason to apply for this job is that I want to work with a software development company that has clients from various parts of the world and offers a great working environment, remuneration and career growth opportunity. The job responsibilities perfectly suit my experience and skills.

I have attached my curriculum vitae with this letter for your kind consideration.

I look forward to hearing from you soon.

Yours faithfully,

Namrata Roy