

Letter of Application for the Post of Accounts Manager

To

The Personnel Manager,

Coir Board,

Asaf Ali Road,

Opp. Kamla Market

New Delhi-110002.

Dear Sir,

In response to your advertisement in the Employment News of December 29, 1990 for the post of Accounts Manager, I beg to offer my services as a candidate. I am sure I have all the requisite qualifications and experience for the job.

I am a Commerce Graduate from Delhi University with first class and of 27 years with sound health and hard-working habits. I have five years' experience of accounts finalisation and taxation administration.

My present employers are fully satisfied with my work and conduct, but the post offered by you has better financial and promotional prospects. That is why I am seeking a change. I shall be glad to furnish any further information required at the time of interview.

I am looking forward eagerly to an early letter of interview.

Thanking you,

Yours faithfully,

Jagtar Singh

5, Shivaji Gali,

Gandhi Nagar,

Delhi-110031.