

Employment Application Letter, complete letter of Business example.

This letter is address to the head of human resource department as this department is responsible for all types of recruitment. Thus, the applicants who want to apply for job vacancy in any organization write an application letter by the name of head of human resource department. Fie has to clearly mention about his qualification, work experience if any and his contact details for reference purpose.

Ms. Diya

Recruitment Manager

Queen Enterprises Pvt. Ltd.

345/ A

Old City Road

Lucknow

18 September, 2011

Subject: **Application for Job of Accounts Assistant**

This is with reference to your advertisement published in Sunday Times on 12th September, 2011. I came to know that you have requirement for accounts assistant in your organization. Thus I am writing this application letter to you with regards to the post of accounts assistant in your company. I am a B. Com graduate and also familiar with computer accountancy. I worked with Eco Chartered Accountants for over 2 years and know I am looking forward to grow in accounts filed hence wanted to join your company which is suppose to be the best for accounts related jobs. Kindly give me one chance to prove myself in respect of hard work and dedication towards my work. Along with this letter attached copy is of my resume. Please inform me about schedule interview on the same mail id or on my phone number 456123789.

Thanking You

Yours Sincerely

Mr. Tanya Sachdeva Pitampura

New Delhi