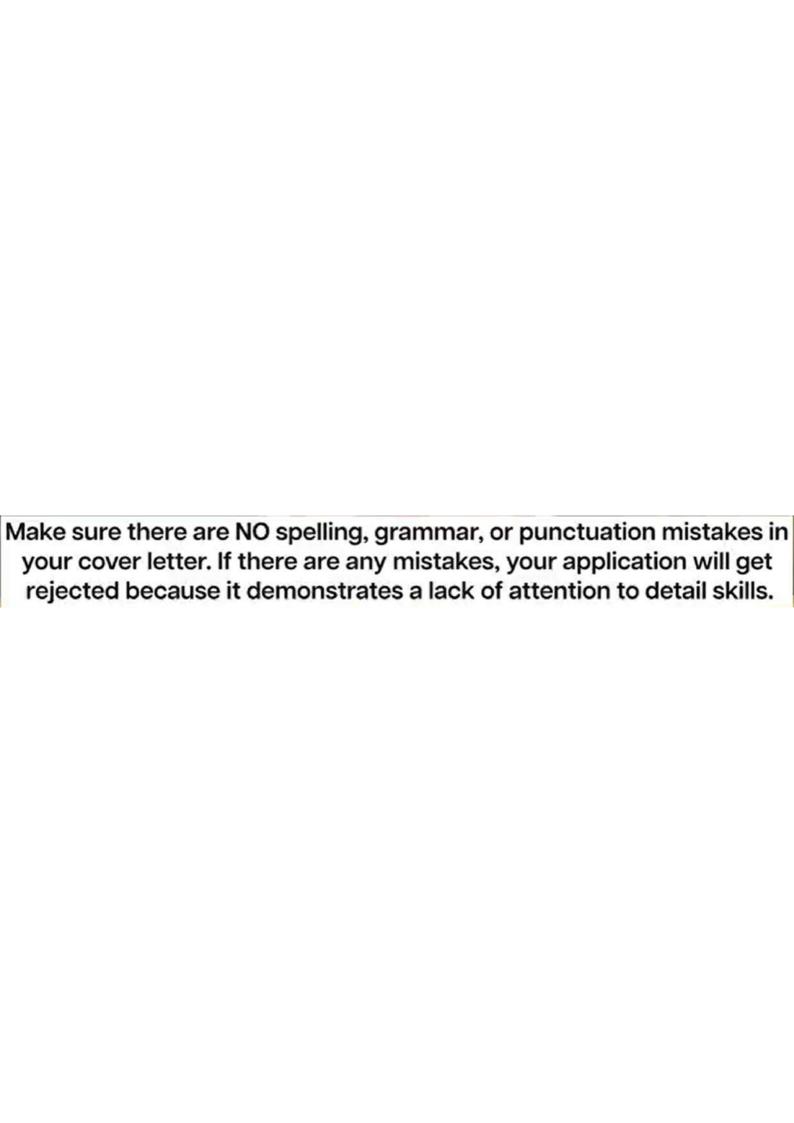
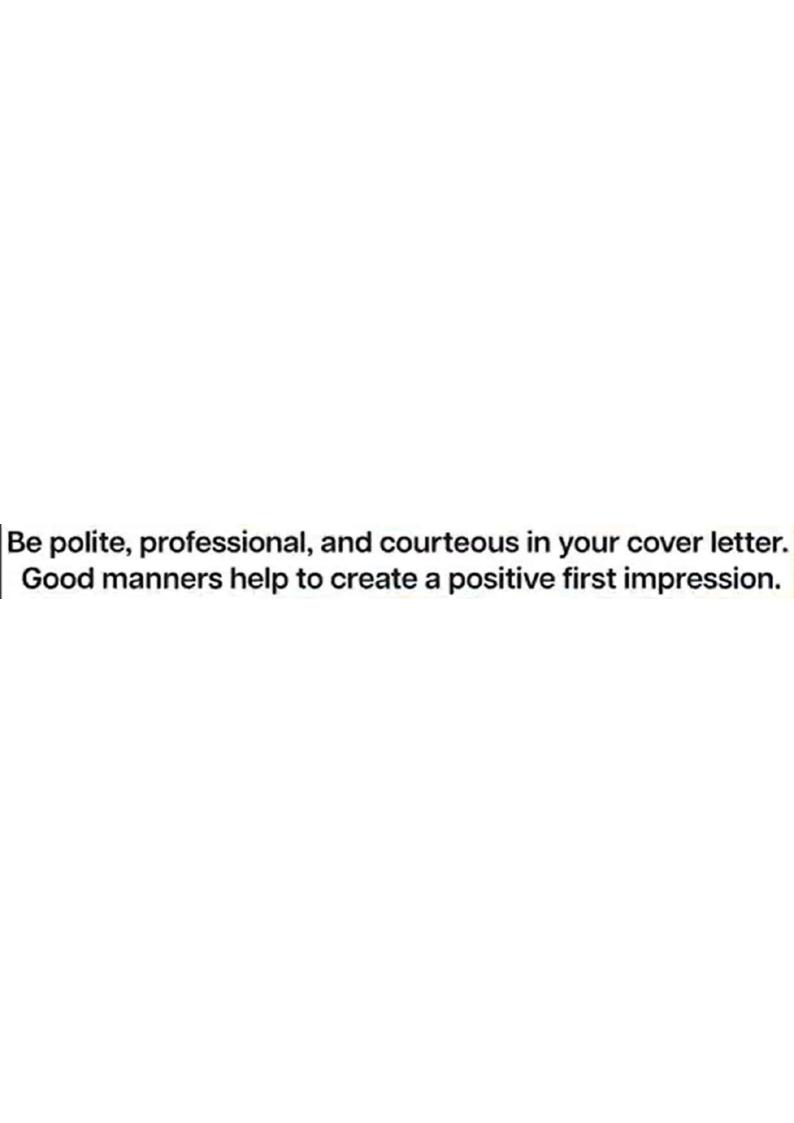
| Subject. 105   | Application  |                 |
|--|--|-----------------|
| Respected S  | r/Madam,   |                 |
|  | ng in your kind notice that my name is (Name of the Applica<br>(Address).  | nt), and I com  |
|  | this letter to state my interest for the opening position of   |                 |
| in your orga   | isation. I have completed my (schooling/graduation/master  | rs) from        |
| (  | Name of the College) in (Year). I have specialization in   | (Mention        |
| ,  | value of the conege) in (rear). Thave specialization in  | (IVICITO)       |
| 6 6000 600   | ). I understand that I have no work experience in the field because I am a   |                 |
| special fields   | generalization of the second o | a novice. But I |
| special fields<br>give you full  | ). I understand that I have no work experience in the field because I am a   | a novice. But I |
| special fields<br>give you full<br>resume for y                          | ). I understand that I have no work experience in the field because I am a<br>assurance of my commitment and dedication to get the job done. I am a  | a novice. But I |
| special fields<br>give you full<br>resume for y<br>Please let m          | ). I understand that I have no work experience in the field because I am a assurance of my commitment and dedication to get the job done. I am a our reference.  Experience the know your response regarding the vacancy at the earliest.  | a novice. But I |
| special fields<br>give you full<br>resume for y<br>Please let m<br>Yours | ). I understand that I have no work experience in the field because I am a assurance of my commitment and dedication to get the job done. I am a cour reference.  e know your response regarding the vacancy at the earliest.  (Thankfully/Sincerely/Faithfully),  | a novice. But I |
| special fields<br>give you full<br>resume for y<br>Please let m<br>Yours | ). I understand that I have no work experience in the field because I am a assurance of my commitment and dedication to get the job done. I am a cour reference.  e know your response regarding the vacancy at the earliest.  (Thankfully/Sincerely/Faithfully),  | a novice. But I |

| (Company's Name),<br>(Company's Address)   |
|--|
| Date:/ (date)  |
| Subject: Request for attending training session  |
| Respected Sir/Madam,   |
| Through this letter, I would extend my interest in the training program which is being conducted in your reputed company/ organization i.e (mention). I am (mention your name) and I am currently (working/ studying) in (mention). I got to know that your company/ organization is organizing a training session for (mention motive of training). |
| I would like to inform you that I am willing to join the training program. I shall be highly obliged if you could approve my request and allow me to attend the training. You may contact me at (mention contact number).  |
| Thanking you, (your signature) (your name  |

|                | COVER LETTER   |
|----------------|--|
| your resume or | is a single-page, short document that you send with CV. It is usually the front page and, therefore, it is the ng manager will see and read about your application!" |
|                |  |





| Make sure you include y<br>including your mobile nu<br>message is professional so<br>you to an interview, and | ımber and email. Make<br>ounding. If the hiring n | sure your answerp<br>nanager calls you to<br>essage is unprofess | ohone<br>o invite |
|---|---|--|-------------------|
|   |   |  |                   |
|   |   |  |                   |

