ADAM MILNER

**JAMES MARTIN**

Managing Director

**JASON SMITH**

DIRECTOR

**REFERENCE**

**JAMES MARTIN**

Managing Director

**JASON SMITH**

DIRECTOR

To

John Smith

Designation

Company Name

Get In Touch

202-555-1234

Adammilner@gmail.com

123 Main Street, New York City, USA

November 30, 2018

Andrew Martin

HR Manager

10 Silk Avenue

Brooklyn, New York 1121

Dear Mr. Martin

Good day!

I recently came across your job opening for a business process analyst. I would like to inform you that I am interested in applying for the position.

In addition to a Bachelor’s and Master’s degree in business administration, I have 3 years of working experience as part of a BPO company and am currently working as a business process analyst for the Crossfire Corporation. You will find that I am a well-rounded, responsible and passionate worker who will be a great addition to any BPO company.

Attached to this letter is a copy of my complete resume along with my address and contact details.

Thank you and hoping for your reply regarding my job application.

Respectfully,

Adam Milner