

Experiment:4

To  
The HR Manager  
[Company Name]  
[Company Address]

Subject: Application for Entry-Level Position

Dear Sir/Madam,

I am writing to apply for an entry-level position in your esteemed organization.

I have recently completed my 12th and I am currently pursuing Computer Science and Engineering (computer Science Engineering with AI) from Rungta International Skills University, Bhilai (C.G.).

I am a motivated and hardworking candidate with good communication skills and basic computer knowledge.  
I have a basic understanding of HTML, CSS, JavaScript, and C, and I am eager to learn new skills and grow professionally.  
I work well in a team and can manage time effectively while completing tasks responsibly.

I am looking for an opportunity where I can apply my skills, gain practical experience, and contribute positively to the growth of your organization.

Kindly consider my application. I have attached my resume for your review. I would be grateful for an opportunity to attend an interview.

Thank you for your time and consideration.

Yours sincerely,  
Reena Mahto  
Mobile: 6232757344  
Email: reena.mahto@rungta.org