Name of the Recipient:\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the company:\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment as a National Service Personnel

Dear Sir/Madam\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(your name), \_\_\_\_\_\_\_\_\_\_\_\_\_(age) and I am currently resided at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(complete address). Do hereby sending you this letter as notification that I saw your advertisement while surfing the internet and I am very much interested to apply in your company. I am a college undergraduate student taken up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(course) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(school). I have been working since \_\_\_\_\_\_\_\_\_\_\_\_\_(year you start working). My working experiences are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (include all your work experience together with the name of the company,position,date).

I wanted to work as service crew in your company because all my past jobs are well related with this field of career. I will do all my best to be an asset of your company because I am serious when it comes to work, I am open with new challenges and ideas, I know how to balance work and play , I am efficient and very much effective worker.

I hope that you can consider my application letter. And I am looking forward to hear response from you. Please find attached my CV.

You can reach through these contact details below:

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you ma`am/sir for the time and for considering this letter.

Respectfully yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Typed name)