The Works Manager,

Mr. Shyam Rohit.

Bhutan Road Transport Company,

2, Hill Cart Road,

Thimpu-321456.

2nd January, 2021

**Sub: Application for the Position of Supervisor**

Dear Sir,

Para 1 ( Mention what is the source of information regarding vacancy )

Para 2 ( Highlight a few details from your cv that make you a suitable applicant )

Para3 ( How you expect favourable consideration )

Please do not indent paragraphs

Thank you.

Yours sincerely,

*Signature*

(name in BLOCKS )

Your address not needed in this cover letter

Enclo: CV

cc; 1) The HR, Manager,

Sonam Medhak

2) Records Section