**Sample Application letter**

To,

Rohan Balu

Head, HR dept,

Quickserve Solutions

Bangalore

May 4, 2010

Dear Sir,

I learned of the position of Systems Engineer at Quickserve Solutions through the advertisement published by your organisation in the May 3rd edition of the Daily News and I believe that I have the necessary credentials for this role.

I have considerable experience working as a Systems Engineer, besides holding a degree in Electronic Engineering from BITS Pilani (Batch 2003). I enclose the following relevant documentation to support my application, along with a reference letter from my previous employer.

I would welcome the opportunity to discuss my ability with you for this position in person. I would be grateful if you could take out time from your busy schedule. Please let me know if I can provide you with any further information. Thank you for your kind consideration and hope to hear from you soon.

Thanking you,

Yours truly,

Ashok Saini

Colaba, Mumbai