Date – 9 January ’11.

From,

Richard Bresnon,

Wellington.

To,

David Craser,

The human resources officer,

Paulimor and Sons ltd,

Wellington.

Dear Mr. David,

This letter is in accordance with the requirement of your organization for a new manager in sales department. I, Richard Bresnon, am giving the application for the said post in response to the advertisement posted by your organization in today’s newspapers. I am perfectly eligible for the post of a sales manager with all the necessary degrees under my belt. I am a holder of degree in Management studies, with sales being the selected subject, from the Orion University.

Besides this, I have an experience of 4 years in the concerned stream as a junior manger and 2 years as sales manager in Drickker Intl. My resume enclosed with this letter will give the confirmation of all these statistical records. I am an efficient communicator and a good team person to add to the qualifications and experience which I bear. Hoping to get the call from your side in my favour,

Yours truly,

Richard Bresnon.