Charles Williams,

345, Dear Park,

Washington

June 05, 2011

HRD Department,

ABC Law Consultancy Co,

Washington,

Dear Sir/Madam,

Sub- Application for the post Assistant Legal Advisor

Ref- Your Advt. No. 2345/ Dated June 01, 2011

With reference to your advertisement as above in the ABC News Paper I think that I would be the right candidate for the post based on my qualification and experience that I have and hereby apply for the same.

I have done my graduation from ABC Law College, New York, and I have also worked for two years with XYZ legal consultancy firm, New York. As a result, I am well aware of different legal aspects which will help me to perform the duties of mentioned post to the best possible manner.

I have enclosed copies of my certificates and also of my experience certificate which you can go through for your reference.

I am waiting for your call for the interview for the same.

Thanking You,

Yours Sincerely,

Charles Williams