Edward Thompson,

810, Albertson,

New York-11701

USA

June 05, 2011

Head of HRD Dept,

City Bank,

New York-11701

Dear Sir,

Sub- Application for the post of Loan Officer

Ref- Advertisement No.000123/ Dated June 01, 2011

With reference to your advertisement in New York Times as above I hereby apply for the post of Loan Officer in your bank. Based on my qualification and experienced I would be an eligible candidate for the post of Loan Officer.

As far as my qualification is concerned I am a commerce graduate and also have experience of two years working as a clerk under a loan officer in New York Co-op Bank. I hope that my qualification and experienced would be enough to convince you to choose me for the post.

I have attached the copies of certificates which you can go through for further information about my qualification.

I would be waiting for your early call and looking forward a result oriented interview for the same.

Thank You,

Sincerely,

Edward Thompson