**Sampel Application Letter Form**

Name

The Human Resource Officer

Name of Company

Address

City, State, Zip Code

Dear Sir;

I would like to inform you of my intention to apply in your good office as a Marketing Sales Agent.

I am Shaun Bradley, a graduate of University of Northern California with a degree of Bachelor of Science Major in Marketing. After graduation I was able to land a job in a private firm as a marketing staff. It is during those years that I acquire marketing knowledge and technique that I am glad to share to your company.

At work I always see to it that I perform my duty according to the best of my ability with utmost respect to company’s ethical guidelines. I do believe that I possess the qualification, skills and the attitude to be a part of your growing company. If I am given the opportunity I will do my very best to exceed your expectations to me.

Attached here is my resume for your reference. Thank You.

Mr. Shaun Bradley