From,

William Butler,

Appt. No C-16,

New Horizon Complex,

Edinburgh

To,

The human resource officer,

KOL Corporation ltd

Dear sir /madam,

I, William Butler, am writing this letter in response to the advertisement posted by your company in the ‘Daily News’, dated 04/03/2011. This letter is to apply for the post of sales manager in your esteemed institution. All the requirements mentioned in the advertisement are possessed by me. I am a proud holder of Bachelors degree in Commerce. I have further acquired the Degree of Masters in Business Application with sales as my subject.

The copy of the degree certificates are enclosed along with this letter, along with the resume which gives complete details of my educational as well as other achievements. I have a job experience of 6 years in the concerned field. Besides this, I have excellent team work qualities and bear a strong mental and physical health, always up for challenges. Working with your organization would be a sheer pleasure and I am looking forward for a favourable response.

Yours faithfully,

William Butler