To,

Mr John Bates,

The Director,

Web Guru,

301 Silver Square

New York NY,

14205

Dated: 30th January, 20XX

Subject: Letter of Intent for Job

Dear Mr. Bates,

The purpose of this letter is to apply for the post of HR in your reputed company. This letter is in response to the advertisement posted on Craig’s List. I have an overall working experience of 2.5 years in my previous company. I wish to switch over to a better job opportunity.

The optimistic work ethics of your reputed company and office ambience encourages employees to seek a position with your firm. The overall benefits which your company provides to its employees also adds on to the reason for this letter. I am a graduate in English but I wish to continue my career in this field.

Another reason for me to express my intent is that your office is very close to my residence. However, this is not the case with my present company that I am working for. Needless to say, my hard work, sincerity and regularity make me eligible for this post.

Looking forward to be a part of your reputed company. I shall await to get a favorable response from you soon.

Thank You,

Yours’ Truly,

Sneha Kapoor