

Dear Mr. Henry,

I am one of the many who wishes to be accepted in your company. I have known of the job vacancy from the ad that you have posted on the classified ads. This letter forms part of my application for it.

I graduated with good grades from a reputable school. Since I graduated, I have held jobs very similar to your vacancy and I feel that I am most qualified to get it. My last job was with a large company but I resigned from it due to personal reasons. Rest assured that my resignation has nothing to do with my character or working ability.

I am ready for an interview anytime that you or the company would see fit. I have taken the freedom to take your contact number from your secretary and I will also be calling from time to time to know the status of my job application.

Thank you very much.

Sincerely,

James Goddard