

Sample Copy of COVER LETTER (to be attached with CV)

Name of the Student
Address of the Student – Line 1
Address of the Student – Line 2
Mobile No. of the Student
E-Mail of the Student

Please attach
Passport Size
Photograph.

Dear Sir/Madam,

I am writing in reference for the post of (please write the post) in your esteemed organization. I consider that my credentials and interests match with your requirement and I want to apply for the same.*

I am writing in reference for a suitable post in your esteemed organization. I consider that my credentials and interests match with the job profile(s) in your esteemed organization and I want to apply for the same.**

I am a proud student of Poddar Management and Technical Campus and an MBA in Major and Minor (please specify your major and minor subject). With specialization in Marketing/HR/Finance/IT (Mention your Major or Minor Specialization in which you are seeking your job), I am equipped with all the required skills to provide excellence in my job profile and to meet the objectives of the company like meeting profits, increasing sales, satisfying customers, market research and all related. I am also good in interpersonal relations with a leading attitude and flair for providing expertise to meet other requirements of the department as well.

I am looking out for an outstanding opportunity in the field of my interest and expertise for professional excellence. Hope to see you soon for personal discussion.

I am hereby sending you my updated CV and recent photograph. Rest of the necessary documents, will be presented at the time of personal discussion.

Regards,

Name of the Student
(Please sign above your Name)

* When you know the post.

** When you don't know the post.