From:

Mr. Adarsh Gupta

Hyderabad

104, Major Residency

Rd No.10, Banjara Hills

Hyderabad-500034

Phone: 23357788

20th January, 20XX

To:

Manager HRD

Mahendra-Satyam Computers Pvt Ltd

#52/1, Tarnaka

Secunderabad

PIN: 500003

Phone: 27784029

Dear Sir,

Sub: Recruitment of Network Administrator.

Ref: Your advertisement in Deccan Chronicle DT 19th Jan’20XX.

With reference to your above advt, I wish to submit my candidature for the position of Network Administrator.

I am 25 years old and possess a MCA Degree in Computer Applications from Osmania University.

Thereafter, I have worked as EDP Programmer in WIPRO at Madhapur, Hyderabad from June 20XX to December 20XX.

I am enclosing my detailed Resume/CV for consideration.

Thanking you.

Yours truly,

Enclosures:

Resume with PP photo.

Copy of Experience & Salary Cert of previous Employer.

Copy of MCA Degree