

[Mention the date]

To,

[Mention the name of the hiring manager]

[Mention the name of the company]

[Mention the appropriate address of the company with all details]

Dear [Mr. /Mrs. /Ms.] [Name of the manager]

I [mention the name of the sender] living in [mention the name of a place] am writing this letter to inform you that as per the job vacancy that was shared on your website, I would like to apply for the documents controller job vacancy in your reputed company as I think I would be a great fit for this position in your company. Please go through my whole letter and the resume that you have attached to this.

Regarding my educational background, I have completed my schooling from [mention the name of a school], and I have completed my graduation from [mention the name of a college] and I have completed an extra training on [mention the name of a subject related to document controller] from [mention the name of an academy].

Through this letter I want to let you know how much I would be beneficial to your company and also by the end of this letter you will get to know me professionally and personally. At present, I am working with [mention the name of a company] from [mention a year such as 2017 or 2018] as a document controller. Recently I started managing the sales and purchase records on the computer system and later maintained the same data in hard copy.

At my age I would like to create a very well-defined career and working for your reputed company will help me to do so. From my educational background, you can see that it is a perfect match for this job position and I hope I would be a suitable match for this position in your company. I will be waiting for your response. Thank you in advance.

With regards,

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details of the sender]