

To,  
The Manager,  
Sigma-7 Computer,  
PNB Building, 4<sup>th</sup> Floor,  
M.G. Road, Fort Mumbai,  
Mumbai-400001

**Subject:** Application for the post of Data Entry Operator.

**Reference:** Your Advertisement in daily Lokmat here dated-23/03/2018

Respected Sir,

In response to your advertisement in 'daily Lokmat' dated 23/03/2018, I am interested to work in your organization for the post of Data Entry Operator. I read about your requirements. As requested, I have enclosed my resume with this letter for further detail. I have completed my B.com Graduation from Pune University and have a year experience in data entry operator. My typing speed is 40 wpm and has proper software knowledge.

I hope, you will consider my application favourable and grant me an interview.

Thanking you.

Your Faithfully,

Mr. Rahul Pawar

Enclosure

