

To:           The Company Manager,  
              Company Name  
              Address,

Subject:   **Job application for Auditor**

Respected Sir,

I am writing this letter to show my interest in your announced vacancy for the position of Auditor. I was read your requirements and having the necessary qualities criteria as required. I have completed my Degree of Accounting from (CAPS) College of accountancy as well as two years of diploma in Accounting Skills and Finance Management and also one year diploma in office management. My office skill makes me a strong competitor and give qualities I possess, are good for your organization.

I have attached my bio data and educational documents with this application. I hope you will accept my request for this position. I will be thankful to you for this consideration.

Sincerely,  
Shoib ahmed son of Zaheer Ahmed

Signature.....  
Contact No-0300-13456789

Postal Address .....