

[Mention the date]

To,

[Mention the name of the hiring manager]

[Mention the name of the company]

[Mention the address of the company]

Dear Sir/Ma'am,

With due respect, I [Mention your name] want to state that I am interested in this post of geologist for which your company that is [Mention the name of the company] is searching for candidates. After going through the job description and requirements I consider myself suitable for this job in your esteemed company.

My qualifications and experience are up to the requirements for this post. I have completed my schooling and higher education from [Mention the name of the institution] and [Mention the name of the institution] in the year of [Mention the year] and [Mention the year], respectively.

As I was always interested in this field, I attended many programs related to this and gained a lot of knowledge in this particular field. As a geologist, I started working at [Mention the name of the company] in the year of [Mention the year] which I continued till [Mention the duration].

I gained my work experience from there, I got to learn many things like what a geologist does, how they do and what skills they should have to work properly. With my proper skills, knowledge and experience, I can assure you that I will do my best in this job. You will not be disheartened by my work. I promise to take this esteemed company that is [Mention the name of the company] to the heights of success and glory.

Hope to hear from you very soon regarding the acceptance of me as a geologist in your esteemed company. You can contact me at your own convenience through my contact details Mentioned below. Thank you so much for your time and consideration.

With regards, [Mention the name of the sender]

[Mention the address of the sender]

[Mention contact details of the sender]