[Mention date]

To,

[Mention name of Hiring manager]

[Mention name of the company]

[Mention address of the company]

Dear [Mr. /Mrs. /Ms.] [Manager's name]

It is with great pleasure that I am framing this application letter for the role of a help desk manager at [mention the name of the corporation or organization]. After coming across the ad posted by the firm in [mention the medium], I believe that I have all the necessary educational qualifications, abilities, talent, and experience to not only apply but be the best candidate for this post.

I am backed by a solid financial background. I have achieved a [mention the name of the degree] from [mention the name of the institution] and scored [mention it], becoming the batch topper that year. I also have an extra [mention the name of the degree] from [mention the name of the institution], one of the top-rated institutions in this city.

Stating about my abilities, I have all the skills through which I can call myself a good help desk manager. Right from the ability to balance and plan the short-term actions of the team, to the skill of building a cohesive team, and managing the people effectively. I like acquiring more skills as they would help me to obtain higher positions in life.

I have functioned as a help desk manager at [mention the name of the company or organization] for [mention the number of years]. Working there I managed all the tasks assigned to me with total perfection and had been successfully able to achieve several awards and accolades for my numerous accomplishments. I am thankful to the authorities of the company for having faith in me as a capable employee, which helped me to grow.

If you hire me for this role then I can assure you that I will do everything to make a significant contribution to the success of the company.

Thank you for your patience and time, and I am sincerely hoping to get a call from your end soon.

Sincerely,

Signature

[Mention your name]

[Mention your address]

[Mention your contact details]