To

Mr. Jeremy Gilmore

Carson Corporations Pvt Ltd.

Parson Avenue, Brooklyn

New York City, USA.

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. Gilmore

I, Johnny Carr, am writing this letter to apply for the position of the sales support coordinator which at present is vacant in the regional office. I came across the bulletin advertising the call-in for the position.

The position seems to be a perfect fit for me in my opinion given my education and prior experience. It is the right step for me to opt for this position, that too at such a respectable organisation. I am very hard working, am completely focussed on my work and am eager to carve a niche for myself in the industry. I take every opportunity that comes my way in the best stride and make the most of it.

I hope that once you go through my application you will also believe in my suitable for this position. Waiting to hear from you very soon regarding the appointment,

Thanking you

Mr. Johnny Carr