**Your Name**
**Address**
**Phone Number**

**Name of Receiver**
**Title**
**Company Name**
**Address**

**Date**

Dear **Name:**

In response to your advertisement which appeared in today's issue of Philippine Star, please consider this letter of application.

I am presently connected as Process Engineer with Mitsumi Philippines Inc.  Considering my long experience in supervisory capacity, I feel I am qualified for the position being applied for.

For a more comprehensive appraisal of my qualifications, please see my data sheet hereto attached.

Should my qualifications merit your consideration, I shall be glad to discuss with you personally any further details you may require.

Very truly yours,

**Your Name**