

## **Introduction Letter For a Job**

To  
The corporate director  
MNI Company  
South Ave.  
Manila 8000

Date: September 6, 2009

Dear Sir

This letter serves as my application for the position of senior operations manager in your most esteemed company. Enclosed herewith is my recent resume for your reference.

As for my work experiences, I have been a business process manager for Global Company for two years. I believe that my work experiences as well as educational background make me qualified for this post. My career background has molded and prepared me to the various problems that normally occur in this field. Aside from that, I have strong leadership skills which I was able to develop from my past work as a general manager. For this, I am confident that I have met the standards set by your good office.

During my free time, I play badminton and bowling and aside from that I am fan of our wildlife.

Hoping for your immediate response,

Respectfully Yours,

[Sign]