8th September 201X

Piyal De Silva

Samagi, No.14 Kandy Road

Kurunegala

Human Resource Manager  
ABC (Pvt) Ltd  
No. 1845, Union Place  
Colombo 02.  
  
Dear Sir/Madam,  
  
**Application for the Post of ……………………………….**  
  
With reference to the advertisement which appeared on the Sunday Observer on 27th August 2010, calling applications for the above post, I wish to submit my curriculum vitae attached herewith for your consideration.  
  
As you can appraise from the CV, my qualifications and experience would probably make me a potential candidate for your vacancy.   
  
In the event of being chosen to be a member of your staff I undertake to perform the duties entrusted to me to the entire satisfaction of my superiors.  
  
I look forward to hearing from you

Thanking you,

Yours faithfully

………………….  
Piyal De Silva