8th September 2010

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 a Suitable Post**  
  
I wish to submit my curriculum vitae attached herewith for your consideration in the event your esteemed organization has a vacancy which is suitable for my qualifications / experience.  
  
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