

“An Application for the post of a Receptionist.” Complete Application for all classes.

An Application for the post of a Receptionist.

599, Bani Park,

Jaipur.

August 21, 20....

To

The Manager,

Parakeet Travels,

Jaipur.

Dear Sir,

I have come to know that you have advertised for the post of a Lady Receptionist for your Travel Agency. Please consider me for the same. My particular are given below:

I am a graduate with a first class. Besides Hindi, I can speak English fluently. I have a pleasing personality and can handle situations confidently and tactfully. I was the President of the Youth Affairs Committee in my college.

If given a chance to serve in your concern, I will prove my ability and work to your satisfaction.

Yours faithfully.

Metali Verma.