Dear Sir,

I am writing to you in response to your advertisement in the Times of India dated 15th March 1961 for the post of Assistant Manager. I am a graduate in Commerce from Bombay University and have been working in the accounts department of a textile mill in Ahmedabad for the last three years.

I am enclosing my curriculum vitae and copies of my certificates. I shall be grateful if you could arrange an interview at your convenience.

Yours faithfully,

Mahesh Kumar Patel

Encl: 1. Curriculum vitae
2. Copies of certificates
3. Photograph