

Attention: Human Resource Manager

March 8, 2021

Dear Sir/Maam,

Due to the economic downfall cause by pandemic, our company suffered a lot and remedy is to cut the manpower and unluckily, I am part of it.

I am writing this letter to you because of the possibility of extending your helping hand to me to land a job at any position that I can serve will.

Attached is my Curriculum Vitae for your perusal and I hoping for kindness to consider my application. Looking forward of your best time to reply.

Thanks a lot.

Best regards,

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