To,

 The HR Dept.

Sub:- Regarding to Application for the Job Purpose.

Dear:- Sir/Madam,

 Having come to know through the official site that some post of mechanical engineering related job is lying vacant your kind control. For which I offer myself as first class in B.Tech mechanical (Hons.) technical degree with 4 years mechanical maintenance work experience in different petrochemicals and oil & gas industries in kingdom of Saudi Arabia (KSA) and I have also experience in Service Advisor in Automobile sales & supply company. I was awarded from Certificate of Appreciation by different company. I shall & happy to work at the suitable post which commensurate with my qualification.

 My summarized Resume is being enclosed herewith for your kind Perusal.

Looking forward for a favourable response.

With Regards,

Yours truly,

MAZHAR JAMEEL