Respected Sir/Madam,  
         My name is Alex C Philip, I am a Web Designer cum Indoor Customer Executive & Procurement In charge from India. Now I am looking for a job change.  
         Please take the time to review my resume. I believe that I am an excellent candidate for this  and would very much like the opportunity to meet with you to discuss what I have to offer.I truly appreciate your consideration.I look forward to meeting with you to discuss my application further.

Yours Sincerely,  
Alex C. Philip