From,

Ayubu P. Mashimba,

P. O. Box 544,

Dar es salaam.

To

Human resources (HR),

Danvast,

Dar es salaam.

Dear Sir/Madam,

REF:REQUESTING FOR A JOB VACANCY ANNOUNCED.

I, Mr. Ayubu Peter Mashimba, I am writing this letter to introduce to you, I am applying for Job vacancy in your esteemed institution. I have just cleared by Bachelor degree in Accounting and Finance in Business sector from Mzumbe University. The score of my examinations have been enclosed along with this letter and I hope these are sufficient to fetch me for Job vacancy that I am applying. Starting the career with an elite name in Danvast ltd shall give me an acceleration to my career.

The Job vacancy shall help an institution meeting its targeted goals, also help me get the foundation for the career which I have been longing for. I would also like to mention the fact that I enjoy sound mental and physical health. I am skilled communication and can adapt to the context given within no time. I am capable of copying with any amount of work pressure and still deliver the desired results.

Your faithfully

Mr. Ayubu p. Mashimba