[Company Name]

**[**Street Address, City, ST ZIP Code]

[Phone]

[Email]

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient,

I am writing to apply for the job advertised by you in XYZ International Newspaper on 25th June 2019. I seek the post of Junior Assistant to the Chief Manager. I am interested in the 1-year contract offered by you. It is a great opportunity for me to work in the United States and enhance my job experience.

I have a diploma in Project Management from ABC University, India. I also possess basic computer skills with proficiency in MS Office. In addition, I can also speak English fluently which will help me communicate well with my superiors, co-workers as well as clients.

I have worked as a personal assistant for 2 years with the Senior Manager at ABC Company. During this job, I gained a lot of experience with organizing skills. In addition, I learned to work within tight deadlines and apply to multitask to my assigned tasks. I can, therefore, offer you everything you are looking for.

Please find enclosed my CV with this letter. I am hopeful that this job will give rise to prospects of further opportunities in prestigious organizations in the US after the completion of my 1-year contract with you.

I feel quite enthusiastic about this job. I really look forward to working with (name of company). You may give me a call at (provide personal number) for an interview. I am available any time between 9 am and 6 pm local time.

Warm regards,  
  
Name Here  
Your Title