[Company Name]  
[Address]

Subject: Application to rejoin the position of [X]

Dear Sir,

Your company recently advertised on its website that a post of assistant director (engineering) is lying vacant and applications have been invited to fill that position. After reading that advertisement and the related terms and conditions of the job, I felt confident that I could be a perfect match for that position you are looking to fill. I have been bestowed with a set of skills, abilities, and potentials which precisely match your requirement and I am sure I can prove myself a worthy asset for your company.

I want to mention here that I have served your company for five years as an assistant engineer. To get myself equipped with modern business techniques, I did my MBA and I have recently graduated from the University of New York. Now, I wish to be a part of your organization again because now I am coming with a unique background with an integrated knowledge of engineering and business administration. I am sure it will be a distinct feature of my cover letter and with this background, I am sure that I can contribute towards achieving your organizational goals. Moreover, I have identified in myself the following strengths:

* I can represent your company in a professional manner than anybody else.
* I can work in a diversified environment and can meet deadlines to complete each task well before the specified time.
* I can schedule my workload according to priorities and can achieve targets.
* With an integrated knowledge of engineering and business strategies, I can bring innovativeness to the company’s products.

If you want to know more about my capabilities, I have attached my detailed resume with this letter where I have mentioned a list of all those targets which I achieved while working as a previous employee in your company. If I am given a chance to express myself during the interview session, I can express myself in more detail, and there we can talk in a better way about what I can contribute to your organization.

Thank you very much for your precious time you spent reading my letter. I am waiting for your positive response in this regard.

Yours sincerely,

Martial