To

[Name Here]  
[Designation]

Re. Application for the post of [X] advertised in [X]

Dear Sir/Madam,

I am feeling a great pleasure while informing you through this letter that I tend to reapply for the recently advertised post of chemical analysis expert in your organization. Having worked in your organization before, I am aware of the work ethics and working environment and about all the analytical procedures being carried out in your organization.

It has been mentioned in my detailed CV attached with this letter that I have worked in your organization in the same position before. Somehow, to carry on my higher studies, I had to leave your organization. During my stay abroad, along with my studies, I also worked on various research laboratory research projects for the company. My responsibilities were conducting various chemical analyses, working with various laboratory safety techniques, generating laboratory reports, and making inferences based on chemical analysis reports.

Now, since I have completed my higher degree and returned, I am looking forward and tend to reapply for the advertised post in your organization. Since I have worked in this position, I am sure I can prove myself the best option because my previous roles have been coherent with your requirements. In addition, I have also been bestowed with the enthusiasm and right set of skills to make my contribution to your organization.

I hope you take my request in a positive way and will give due consideration to this letter. I am thanking you in anticipation.

Yours affectionately,

Amelia Robert