**Pham Van Quoc**  
Hoai An, Binh Dinh  
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Email: pham….@gmail.com

..2th October 2022

**Mr.Le Nhut Hao**

HR Manager

…. Company

Hoi An District, Dong Thap

Dear Mr. H,  
**Apply to: ……………..**

Via the information in .........., I know that your Company is looking for the position...... I realize that I have full capacity and knowledge with the position......so I write this application with the desire to participate in the professional and active member group of the company.

Currently, I have graduated with the grade ........., major in....... From University....................

Although I have just graduated from university and haven’t worked at any company, I have studied and trained all necessary knowledge and skills as a professional [position] via 4 years of learning in the university. Besides, I have trained with good office computer skills, confident spirits with eagerness to complete all tasks.

If I have chance to join in the active and professional team of company. I promise to follow all company’s regulations and try my best to complete all tasks as well as constantly learning to develop working skills.

Sincerely thank you!  
Pham Van Qu