

Your Name
Street Address
Area Address
Town Address

Telephone: (662) 222 3333
e-mail: name@server.com

Company Name
Street Address
Area Address
Town Address
Post Code

22 November 2010

Dear Sir:

With reference to your advertisement in the *Bangkok Post* on 19 November 2010, I am interested in the position of Chemical Engineer.

I am a single Thai male/female aged 22. I graduated in March 2010 with a degree in Chemical Engineering from the Faculty of Engineering, Mahidol University. My GPA is 3.5.

My main area of interest lies in factory systems and I am skilled in gas chromatography. Although I have worked mainly on personal computers, I also have some knowledge of Macintosh computers. I am proficient in C++, Perl and Ruby on Rails.

As can be seen from my résumé (enclosed), I am a native of Buri Ram but would be able to work in any part of the country.

As requested, I enclose two recent photographs and my transcript as well as a copy of my military exemption certificate.

I am able to attend an interview at any time at your convenience and may be reached at the above address. I look forward to hearing from you.

Sincerely yours,

Your Name