

Formal Letter for Job Registration with Employment Agency

Subject: Registration for Employment Services

Dear Sir/Madam,

I am writing to formally register with your employment agency for potential job placement. I hold a [degree or qualification] in [field] and have [number] years of experience in [industry]. I am currently seeking a position that matches my expertise and career aspirations.

Please find attached my resume, academic certificates, and references. I am eager to participate in any interview or screening process required by your agency.

I appreciate your consideration and look forward to hearing from you soon.

Sincerely,

[Your Full Name]

[Your Address]

[Your Contact Information]

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