

Dear Mr,..... .

I am writing to you to express my interest in the job opening for the post of in your prestigious institution. I have reviewed the roles and responsibilities in the job description you have posted on the employment portal dated / /2024.

I am graduate. I am looking for better opportunities where I can use my skills and expertise. I believe that I can do well and play a good role in providing quality education.

I have attached my resume and experience certificate for your kind perusal. Looking forward to hearing from you.

Thank you for taking the time to review my application.

Yours sincerely,

Signature