

To

The _____

Subject: **Application For the Post of** _____

Respected Sir,

From Your Job Advertisement, I came to know that a few Posts of _____ are lying vacant in Your organization. I am Offering my services for one of them. My personal detail are as follows:

1. Name: - _____
2. Father's Name: - _____
3. Date of Birth: - _____
4. CNIC: - _____
5. Education: - _____
6. Experience: - _____
7. Domicile: - _____
8. Permanent Address: - _____
9. Current Address: - _____
10. Contact Detail; - _____

I hope to meet you and discuss this opportunity further. Thank you for considering my application for the role.

Best regards,

Name: -

Mob: -

Email Id: -