# To

The

**Subject: Application for the post of**

R/Sir,

Having being come to know through some reliable sources that a few posts of are lying vacant under your kind administration. I beg to offer my services for one of them. My particulars and others bio data are appended below:

|  |  |  |
| --- | --- | --- |
| 1. | Name: |  |
| 2. | Father’s name |  |
| 3. | Date of Birth: |  |
| 4. | CNIC No |  |
| 5. | Qualification: |  |
| 6. | Experience: |  |
| 7. | Local/Domicile: |  |
| 8. | Permanent Address |  |
| 9. | Postal Address |  |

Sir, I assure you to place my superiors with my hard, honest and efficient work, if I am given a chance to serve your esteemed administration. Hope you will kind consider my request and favour me by appointing on the job applied for.

Thanking you,

Dated, yours obediently

Address

Contact No Contact No 2:

Application form downloaded from

[**www.blnjobs.com**](http://www.blnjobs.com/)