

AL HUDA SCIENCE ACADEMY

SAMPLE OF JOB APPLICATION

The (Designation of the officer)

Name of the Company, Department, etc.

City (ABC).

Dated: June 14, 2025

Subject: Application for the post of a/an

Sir,

Through an advertisement in the daily 'The Jang,' I have come to know that a post of a/an is lying vacant under your kind control. I feel blessed to offer my services for this post. I possess the documents and proficiency required for this post. The details of the required documents are given below for your kind satisfaction:

1. **Qualification:** I have completed my BS from the University of the Punjab. I also hold a three-month training diploma for this post.
2. **Experience:** I am an experienced I have been serving in this field privately for the last three years. I possess much experience, which is a major requirement for this job.
3. **Strengths:** I am a hardworking individual capable of performing duties for ten hours continuously. My previous employer acknowledged my dedication through the "Employee of the Quarter" award in 2024.

If I am fortunately appointed to this post, I shall try my best to exceed expectations through diligent work, innovative strategies, and professional conduct.

(Attested copies of my documents along with CV are enclosed.)

Yours Obediently,

X.Y.Z.

AL HUDA SCIENCE ACADEMY

Curriculum Vitae (C.V)

Name:

Father's Name:

DOB:

Domicile:

Hobbies:

Phone:

Email:

Address:

Reference 1:

Reference 2: