

Nagaon
Barpeta, Assam
25th January, 2015

To,
The Headmaster
P.B. School
Nagaon, Assam

Subject: Application for the post of Assistant Teacher

Dear Sir,

In response to your advertisement for the post of an Assistant Teacher in 'The Assam Tribune' dated December 25, 2015, I submit my candidature for the same.

I have an experience of six years in the field of teaching and at present am teaching in a private school. I am a sincere, honest and hardworking person. I have the requisite qualifications and experience and I assure you that if given the post, I would put in my very best to your entire satisfaction.

I am enclosing my Bio-data and all the necessary certificates herewith for your kind consideration.

Regards.

Yours sincerely,

(Xyz)

Bio-data

Name :

Address :

Father's Name :

Mother's Name :

Date of Birth :

Mobile Number :

Email ID :

Academic Qualification :

QUALIFICATION	UNIVERSITY/BOARD	GRADE / DIVISION	YEAR OF PASSING
HSLC			
HSSLC			
Graduation			
Any Others			

Experience :

Computer Skills :

Hobbies and Interests :

Achievements :

References : 1.

2.

Declaration:

I hereby declare that the particulars furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall be liable to be rejected.

Date:

Place:

Signature of the Candidate
(xyz)