

Barama
Baksa, Assam
25th January, 2012

To,

The Headmaster
Athiabari Govt. High School
Athiabari
Baksa, Assam

Subject: Application for the post of an Office Assistant

Dear Sir,

Apropos your advertisement in 'The Assam Tribune' dated 25th of December, 2011 for the post of an Office Assistant, I submit my candidature for the same. I am Ravan Singh, H.S., with sufficient knowledge in computing.

I have an experience of 2 years in the same field and at present I am working as an Office Assistant in a private institute. I am on the lookout for a better opportunity that will fetch me a better scale.

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 truly,

(Xyz)