21, December 2021

To

The Principal

Bogura Cantonment Public School and College

Bogura

**Subject- Application for the post of a Chemistry teacher**

Sir/Madam,

In response to your advertisement in The Prothomalo, dated December 15, 2021 for the post of a Chemisty Lecturer in your renowned college, I wish to offer my candidature. I am enclosing a copy of my bio-data for your perusal and kind consideration.

* NAME- Sanjay Sharma
* FATHER’s NAME- Mithun Sharma
* DATE OF BIRTH- 25 July, 1994
* ADDRESS- 21, Thonthonia, Bogura
* PHONE-\_880100XXXXX
* E-MAIL- sanjsharma@gmail.com
* MARITAL STATUS- single
* AGE- 27 years
* NATIONALITY- Bangladeshi
* Education-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME OF THE EXAMINATION  | NAME OF THE BOARD/ UNIVERSITY | NAME OF THE INSTITUTION | YEAR OF PASSING | Result  |
| SSC |   |   |   |   |
|  HSC |   |   |   |   |
|  BSc  |   |   |   |   |
| MSc |  |  |  |  |

* HOBBIES- Trekking and reading
* STRENGTHS- Good communication skills, computer literate, proficient in English, Hindi and German

I am available for the interview on any day of your convenience. If given a chance to serve you, I
assure you that I shall work with utmost sincerity and dedication up to your satisfaction.

Thank you

Yours faithfully

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(Sanjay Sharma)

Thonthonia, Bogura

**Attachment:**

A. Attested copy of all educational certificates

B. Attested passport size photocopy of three copies

C. Certificate of Character and Citizen

D. Attested copy of National Identity Card

E. Attested copy of computer training certificate

F. Certificate from UNICEF Maternal and Child Health Project Project Director.

**NAMES AND ADDRESSES OF REFERENCES-**

i) Mr. ............., Principal

............... School, Bogura

ii) Mr. ...................

Head of Commerce Department, ................. University