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**HSSC-I
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Job application
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JOB APPLICATION - FORMAT

Write a job application for the post of _____.

Examination Hall,
City: ABC.
Month DD, YYYY.

The Hiring Manager,
Name of Company / Institution,
City: ABC.

Subject: **Job Application for the Post of _____**

Sir,

your name: XYZ
your qualification:
experience:
email ID:
XXXX@gmail.com
skills:
city:
objectives :

Yours truly,
XYZ.

.....

JOB APPLICATION – FORMAT

1. Write a job application for the post of a Mathematics Teacher.

Examination Hall,
City: ABC.
September 20, 2026.

The Hiring Manager,
DEF Public School & College,
City: ABC.

Subject: **Job Application for the Post of Mathematics Teacher**

Sir,

With due respect, I have come to know through your advertisement published in the daily newspaper on September 18, 2026, that a vacancy for the post of a Mathematics Teacher is available in your esteemed institution. I am very interested in this post and, therefore, I am submitting my application for your kind consideration. I firmly believe that I have the required qualification, experience and enthusiasm to fulfil the responsibilities of this position with complete dedication.

I have completed my M.Sc. in Mathematics with first division from the University of the Punjab, along with a B.Ed. degree. During my studies, I always secured good marks and took an active part in academic competitions. After my education, I worked as a Mathematics teacher in a private school for three years, where I taught students of grades 6 to 10. My students showed excellent results in the board examinations, and I was appreciated by the principal for my hard work and punctuality.

I believe that mathematics should be taught through logic and practice rather than memorisation. Therefore, I use simple examples, visual aids and regular tests to make difficult topics easy for the students. I am also skilled in using computers and educational software, and I can prepare lesson plans, worksheets and online lectures. Moreover, I have good communication skills, patience and the ability to handle a large class with discipline and kindness.

If I am given the opportunity to serve in your institution, I promise to perform my duties with honesty and complete devotion. I am also ready to take extra classes and to participate in co-curricular activities of the school. I have attached copies of my educational certificates, experience letter and CNIC with this application. I shall be very thankful if you kindly call me for an interview at your convenience.

your name: XYZ

your qualification: M.Sc. Mathematics, B.Ed.

experience: 3 years of teaching experience (Grades 6 to 10)

email ID:

XXXX@gmail.com

skills: Lesson planning, classroom management, communication, MS Office

city: ABC

objectives :

To secure a challenging position in a reputed institution where I can use my knowledge and teaching skills to improve the academic performance of students and, at the same time, to grow professionally along with the institution.

Yours truly,
XYZ.

.....

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2. Write a job application for the post of an Accountant.

Examination Hall,
City: ABC.
September 20, 2026.

The Hiring Manager,
GHI Traders (Pvt.) Ltd.,
City: ABC.

Subject: **Job Application for the Post of Accountant**

Sir,

With due respect, I have learnt from your advertisement published on your company's website and in the daily newspaper on September 17, 2026, that you need a qualified and experienced Accountant in your esteemed organization. I am very interested in this position and, therefore, I am submitting my application along with my resume for your kind consideration. I am confident that my education, experience and honesty make me a suitable candidate for this post.

I have completed my M.Com with first division and have also passed the first three levels of the ACCA program. For the last four years, I have been working as an Assistant Accountant in a reputed trading company, where my duties included maintaining ledgers, preparing monthly financial statements, handling bank reconciliations, processing payroll and filing sales tax and income tax returns. My work has always been accurate and completed on time.

I have a good command of accounting software such as QuickBooks and Tally, and I can work on Microsoft Excel very well, including formulas, pivot tables and budget sheets. I also have a sound understanding of taxation laws, auditing procedures and cost control. Besides technical skills, I am honest, hard-working and detail-oriented. I can work under pressure and meet strict deadlines without compromising the accuracy of the records.

If I am selected, I assure you that I will manage the financial affairs of your organization with complete honesty and responsibility. I am also willing to work extra hours during the audit and year-end closing. I have attached copies of my degrees, experience certificates and CNIC with this application. I shall be highly obliged if you kindly give me a chance to appear in an interview.

your name: XYZ

your qualification: M.Com, ACCA (Level 3 passed)

experience: 4 years as Assistant Accountant

email ID:

XXXX@gmail.com

skills: QuickBooks, Tally, MS Excel, taxation, auditing, financial reporting

city: ABC

objectives :

To work as an Accountant in a progressive organization where I can apply my financial knowledge and honesty to maintain accurate records and contribute to the financial success of the company.

Yours truly,
XYZ.

.....

3. Write a job application for the post of a Graphic Designer.

Examination Hall,
City: ABC.
September 20, 2026.

The Hiring Manager,
JKL Media & Advertising Agency,
City: ABC.

Subject: **Job Application for the Post of Graphic Designer**

Sir,

With due respect, I have seen your advertisement on a job portal dated September 16, 2026, regarding the vacancy for the post of a Graphic Designer in your esteemed agency. I am a creative and passionate designer, and I would like to offer my services for this position. I am submitting my application along with my portfolio for your kind consideration and hope that you will find me a suitable candidate.

I have completed my Bachelor of Fine Arts (Visual Design) with first division from the National College of Arts. After my degree, I worked as a junior graphic designer in a local advertising firm for three years. During this period, I designed logos, brochures, social media posts, banners, packaging and websites for many clients. My designs were always appreciated by the clients for their creativity, fresh ideas and attractive look.

I am an expert in Adobe Photoshop, Illustrator, InDesign and Canva, and I also have basic knowledge of video editing and motion graphics. I understand colour theory, typography and layout, and I always follow the brief and the brand guidelines of the client. Moreover, I can work in a team, accept feedback positively and complete my projects within the given deadlines even under pressure.

If I am given the chance to work with your agency, I will give my best to produce eye-catching and effective designs. I am also willing to learn new tools and trends of the industry. I have attached copies of my degree, experience letter and CNIC along with my portfolio link. I shall be very thankful if you kindly call me for an interview at your convenience. I assure you that you will not be disappointed by my work.

your name: XYZ

your qualification: B.F.A. (Visual Design)

experience: 3 years as Junior Graphic Designer

email ID:

XXXX@gmail.com

skills: Photoshop, Illustrator, InDesign, Canva, typography, creativity

city: ABC

objectives :

To join a creative and dynamic agency where I can use my design skills and imagination to create impressive visual content and grow as a professional designer.

Yours truly,
XYZ.

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4. Write a job application for the post of a Computer Operator.

Examination Hall,
City: ABC.
September 20, 2026.

The Hiring Manager,
MNO Private Limited,
City: ABC.

Subject: **Job Application for the Post of Computer Operator**

Sir,

With due respect, I have come to know from your advertisement published in the daily newspaper on September 15, 2026, that a Computer Operator is required in your esteemed company. I am very keen to work in your organization and, therefore, I am applying for this post. I hope that you will consider my application and give me an opportunity to prove my abilities.

I have passed my Intermediate examination in Computer Science with first division and have also completed a one-year Diploma in Information Technology (DIT) from a recognized institute. Afterwards, I worked as a data entry operator in a private office for two years, where I entered and updated large amounts of data, prepared reports, maintained files and handled daily correspondence of the office. I always completed my work carefully and within the given time.

I have a good typing speed of 45 words per minute in English and 30 words per minute in Urdu with excellent accuracy. I can work well on Microsoft Word, Excel, PowerPoint and Outlook, and I can also use the internet, email and basic database software properly. Moreover, I am punctual, disciplined and honest, and I can keep the records and information of the company safe and confidential.

If I am selected for this post, I assure you that I will perform all my duties with complete sincerity and responsibility. I am ready to work in shifts if required. I have attached copies of my certificates, experience letter and CNIC with this application. I shall be very grateful if you kindly call me for a typing test and an interview at your convenience. I assure you that I will never give you a chance to complain.

your name: XYZ

your qualification: I.Com / ICS, Diploma in IT

experience: 2 years as Data Entry Operator

email ID:

XXXX@gmail.com

skills: Fast typing (English and Urdu), MS Office, data entry, email handling

city: ABC

objectives :

To obtain a suitable position in a well-reputed company where I can utilize my computer skills to work efficiently and contribute to the growth of the organization.

Yours truly,
XYZ.

.....

5. Write a job application for the post of a Sales Executive.

Examination Hall,
City: ABC.
September 20, 2026.

The Hiring Manager,
STU Foods (Pvt.) Ltd.,
City: ABC.

Subject: **Job Application for the Post of Sales Executive**

Sir,

With due respect, I have learnt from your advertisement published on September 14, 2026, in the daily newspaper that a vacancy for the post of a Sales Executive is available in your esteemed company. I have a great interest in sales and marketing, and I believe that I can be a valuable addition to your team. Therefore, I am submitting my application for your kind consideration.

I have completed my Master's degree in Business Administration (MBA) with a specialization in Marketing with first division. For the last three years, I have been working as a Sales Officer in a reputed food company, where I was responsible for visiting shops and wholesalers, taking orders, collecting payments and maintaining good relations with the customers. Due to my efforts, the sales of my area increased by nearly 25 percent in one year, and I was awarded the Best Employee of the Year certificate.

I have strong communication and negotiation skills, and I can convince customers in a polite and professional way. I have a good knowledge of market trends, competitor products and customer needs. Moreover, I can prepare sales reports and presentations on computer and I have a valid driving licence. I am confident, target-oriented and ready to travel and work in the field for long hours.

If I am given the opportunity to work with your company, I will do my best to achieve and even exceed the sales targets. I promise to work with honesty, dedication and team spirit. I have attached copies of my degrees, experience certificates and CNIC with this application. I shall be highly thankful if you kindly call me for an interview at your convenience.

your name: XYZ

your qualification: MBA (Marketing)

experience: 3 years as Sales Officer in a food company

email ID:

XXXX@gmail.com

skills: Communication, negotiation, customer handling, target achievement, MS Office

city: ABC

objectives :

To work in a competitive organization where I can use my sales and marketing skills to increase the company's revenue and to develop my career in the field of sales management.

Yours truly,
XYZ.

.....

6. Write a job application for the post of a Receptionist.

Examination Hall,
City: ABC.
September 20, 2026.

The Hiring Manager,
VWX Hotel & Resorts,
City: ABC.

Subject: **Job Application for the Post of Receptionist**

Sir,

With due respect, I have seen your advertisement on the official website of your hotel dated September 13, 2026, in which you have invited applications for the post of a Receptionist. I am very interested in this position and, therefore, I am submitting my application along with my resume for your kind consideration. I am sure that my personality, communication skills and experience make me a suitable candidate for this job.

I have completed my Bachelor of Arts (B.A.) with second division and have also done a short course in Front Desk and Hospitality Management. For the last two years, I have been working as a receptionist in a well-known company, where I welcomed the visitors, answered phone calls, managed appointments, handled the register of guests and provided proper information to the customers. Everybody appreciated my polite behaviour and my ability to solve problems quickly.

I can speak fluent English and Urdu, and I have a pleasant voice and a friendly attitude. I can work on the computer, and I am familiar with booking software, email and MS Office. Moreover, I am well-organized, punctual and neatly dressed. I can remain calm while dealing with angry customers and I can handle several tasks at the same time without any confusion.

If I am selected, I promise to represent your hotel in the best possible way and to give every guest a warm welcome. I am also willing to work in morning and evening shifts. I have attached copies of my degree, course certificate, experience letter and CNIC with this application. I shall be thankful to you if you kindly call me for an interview at your convenience.

your name: XYZ

your qualification: B.A., Diploma in Front Desk and Hospitality

experience: 2 years as Receptionist

email ID:

XXXX@gmail.com

skills: Fluent English and Urdu, telephone handling, customer service, MS Office

city: ABC

objectives :

To secure the position of a Receptionist in a reputed hotel where I can use my communication and customer-handling skills to provide excellent service to the guests.

Yours truly,
XYZ.

.....

7. Write a job application for the post of a Software Developer.

Examination Hall,
City: ABC.
September 20, 2026.

The Hiring Manager,
DEF Technologies (Pvt.) Ltd.,
City: ABC.

Subject: **Job Application for the Post of Software Developer**

Sir,

With due respect, I have come to know through your advertisement on a job portal dated September 12, 2026, that your company is looking for a talented Software Developer. I am very excited about this opportunity, as it matches my education, skills and career goals. Therefore, I am submitting my application along with my resume for your kind consideration and hope that you will find me suitable for this post.

I have completed my Bachelor of Science in Computer Science (BSCS) with first division from a reputed university. During my degree, I completed a final year project on a school management system and won the second position in a university software competition. After graduation, I worked as a junior software developer for two years, where I developed web applications, fixed bugs, tested the code and worked in a team using the Agile method.

I have good command of programming languages such as Python, Java and JavaScript, and I have worked with HTML, CSS, React, Node.js and MySQL. I am also familiar with Git and GitHub for version control. In addition, I have strong problem-solving and analytical skills, and I enjoy learning new technologies. I can work independently as well as in a team and I always try to write clean and well-documented code.

If I am given the opportunity to join your company, I assure you that I will work with full dedication and sincerity to deliver quality software on time. I am also ready to attend training sessions to improve my skills. I have attached copies of my degree, experience certificate, CNIC and the link of my GitHub profile with this application. I shall be highly obliged if you kindly call me for an interview at your convenience.

your name: XYZ

your qualification: BSCS (Computer Science)

experience: 2 years as Junior Software Developer

email ID:

XXXX@gmail.com

skills: Python, Java, JavaScript, React, Node.js, MySQL, Git, problem solving

city: ABC

objectives :

To work as a Software Developer in an innovative company where I can apply my technical skills to develop useful software solutions and to grow as a professional engineer.

Yours truly,
XYZ.

.....

8. Write a job application for the post of a Staff Nurse.

Examination Hall,
City: ABC.
September 20, 2026.

The Hiring Manager,
GHI General Hospital,
City: ABC.

Subject: **Job Application for the Post of Staff Nurse**

Sir,

With due respect, I have learnt from your advertisement published in the daily newspaper on September 11, 2026, that some vacancies for the post of a Staff Nurse are available in your esteemed hospital. Nursing is not only my profession but also my passion, and I want to serve the patients with love and care. Therefore, I am submitting my application for your kind consideration.

I have completed my four-year B.Sc. Nursing degree with first division and I am registered with the Pakistan Nursing Council. After my degree, I worked as a staff nurse in a private hospital for three years, where I performed my duties in the medical ward and the emergency department. My duties included checking vital signs, giving medicines and injections, dressing wounds, assisting doctors and keeping proper records of the patients.

I have received training in first aid, CPR and infection control, and I can handle emergency situations calmly and quickly. I am patient, kind and hard-working, and I can talk politely to the patients and their families, even in difficult moments. I can also work on computers to maintain patient files. Moreover, I am ready to work in night shifts and on holidays whenever the hospital needs me.

If I am selected, I promise to perform my duties with honesty, discipline and complete responsibility. I have attached copies of my degree, nursing council registration, experience certificate and CNIC with this application. I shall be very thankful to you if you kindly give me an opportunity to appear in an interview and to serve the patients in your hospital. I will always be thankful to you for this kind opportunity.

your name: XYZ

your qualification: B.Sc. Nursing (Registered with PNC)

experience: 3 years as Staff Nurse (Medical Ward and Emergency)

email ID:

XXXX@gmail.com

skills: Patient care, first aid, CPR, injections and dressing, record keeping

city: ABC

objectives :

To work as a Staff Nurse in a reputed hospital where I can use my nursing knowledge and caring nature to give quality treatment to the patients and gain more professional experience.

Yours truly,
XYZ.

.....

9. Write a job application for the post of a Content Writer.

Examination Hall,
City: ABC.
September 20, 2026.

The Hiring Manager,
JKL Digital Solutions,
City: ABC.

Subject: **Job Application for the Post of Content Writer**

Sir,

With due respect, I have seen your advertisement on a professional networking website dated September 10, 2026, regarding the vacancy for the post of a Content Writer in your esteemed company. I love writing and I have been working in this field for a few years. Therefore, I am submitting my application along with my writing samples for your kind consideration.

I have completed my Master's degree in English Literature with first division from a recognized university. After my degree, I worked as a freelance content writer for one year and then as a full-time content writer in a digital marketing company for two years. I have written blog posts, website content, product descriptions, social media captions, newsletters and press releases for clients from different fields, including education, technology, health and fashion.

I have excellent command of English grammar, vocabulary and style, and I can write in a clear, interesting and error-free way. I also have knowledge of search engine optimization (SEO) and I can use tools like Grammarly, WordPress and Google Docs. Moreover, I can do proper research on any topic, meet tight deadlines and change my tone according to the audience and the brand. I always welcome feedback and improve my work accordingly.

If I am given the opportunity to work with your company, I will give my best to produce original and high-quality content. I am also ready to learn new writing styles and digital trends. I have attached copies of my degree, experience letter, CNIC and the link of my writing portfolio with this application. I shall be highly thankful if you kindly call me for an interview at your convenience.

your name: XYZ

your qualification: M.A. English Literature

experience: 3 years as Content Writer (1 year freelance, 2 years in a digital marketing company)

email ID:

XXXX@gmail.com

skills: Creative writing, SEO, research, editing, WordPress, Grammarly

city: ABC

objectives :

To work as a Content Writer in a creative digital company where I can use my writing and research skills to produce useful content and to grow as a professional writer.

Yours truly,
XYZ.

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10. Write a job application for the post of a Customer Service Representative.

Examination Hall,
City: ABC.
September 20, 2026.

The Hiring Manager,
MNO Telecom Limited,
City: ABC.

Subject: **Job Application for the Post of Customer Service Representative**

Sir,

With due respect, I have come to know from your advertisement published on your company's website and in the daily newspaper on September 9, 2026, that you need Customer Service Representatives for your call centre. I am very interested in this job and, therefore, I am submitting my application for your kind consideration. I am sure that my communication skills and positive attitude will be useful for your company.

I have completed my Bachelor of Commerce (B.Com) with second division and I have also attended a short course in Customer Handling and Communication Skills. For the last two years, I have been working as a customer support officer in a telecom franchise, where I received the calls of customers, listened to their complaints, solved their problems and gave them information about the services and packages of the company. My supervisor always praised my polite behaviour and my ability to satisfy angry customers.

I can speak fluent English, Urdu and Punjabi, and I have a clear and friendly voice. I am a good listener and I can stay calm and patient even when a customer is rude. I can type fast and work on CRM software, MS Office and email properly. Moreover, I am punctual, disciplined and a good team player, and I can work under pressure to achieve daily targets of the call centre.

If I am selected for this post, I assure you that I will serve your customers with honesty, respect and full attention. I am also willing to work in rotating shifts, including night shifts. I have attached copies of my degree, course certificate, experience letter and CNIC with this application. I shall be very thankful if you kindly call me for an interview at your convenience.

your name: XYZ

your qualification: B.Com, Certificate in Customer Handling

experience: 2 years as Customer Support Officer

email ID:

XXXX@gmail.com

skills: Fluent English and Urdu, communication, problem solving, CRM software, fast typing

city: ABC

objectives :

To work as a Customer Service Representative in a leading company where I can use my communication skills to satisfy the customers and to progress in my career.

Yours truly,
XYZ.

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