

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Designation]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Staff Selection Commission

I am writing to formally apply for the [Specific Position/Role] at the Staff Selection Commission as advertised on [where you found the advertisement]. I am particularly interested in this opportunity because [briefly state your motivation or connection to the role].

[In this paragraph, provide a brief overview of your qualifications, experience, and skills that make you a strong candidate for this position. Mention any relevant achievements or certifications.]

I have attached my resume along with other necessary documents for your review. I am looking forward to the opportunity to discuss my application further and am available for an interview at your convenience.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]