

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Director,
[Department Name]
Government of Jharkhand
[Department Address]
[City, State, Zip Code]

Subject: Application for the Post of [Job Title]

Dear Sir/Madam,

I am writing to express my interest in the position of [Job Title] as advertised on [where you found the job posting]. With a background in [Your Field/Qualification] and valuable experience in [relevant experience], I am confident in my ability to contribute effectively to [Department Name].

I have attached my resume for your consideration and am willing to provide any further information needed. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy in further detail.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]