

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

The Hiring Manager
[Department/Position]
Jharkhand University
[University Address]
[City, State, Pin Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position] at Jharkhand University, as advertised [mention where you found the job listing]. With my background in [your field/area of expertise] and [years of experience/education], I am excited about the opportunity to contribute to your esteemed institution.

[Briefly explain your relevant qualifications, skills, and experience that align with the job requirements. Mention any specific achievements or projects that highlight your capabilities.]

I am particularly drawn to this position because [explain your motivation for applying to Jharkhand University and how it aligns with your career goals]. I believe that my [mention any specific skills, attributes, or experiences] make me a strong candidate for this role.

Enclosed is my resume, which provides additional details about my professional journey. I am looking forward to the opportunity to discuss how I can contribute to the [specific department or initiative] at Jharkhand University. Thank you for considering my application.

Sincerely,
[Your Name]