

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

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

Subject: Application for [Position Name] in [Department/Service Name]

Dear Sir/Madam,

I am writing to express my interest in the position of [Position Name] as advertised [where you found the job listing]. With my qualifications in [Your Qualification] and experience in [Your Relevant Experience], I believe I would make a valuable addition to your team.

My educational background includes [Your Education Details], and I have accrued [Number of Years] years of experience in [Your Field/Industry]. I possess strong skills in [Relevant Skills] and am eager to contribute to the [Department/Service Name] with my expertise and commitment to public service.

I have attached my resume for your review, which provides further details regarding my qualifications and experiences. I am looking forward to the opportunity to discuss my application with you further.

Thank you for considering my application.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]