

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

The Principal
Kendriya Vidyalaya Sangathan
[School Address]
[City, State, Zip Code]

Subject: Application for the Position of Administrative Staff

Dear [Principal's Name],

I am writing to express my interest in the position of Administrative Staff at Kendriya Vidyalaya [Location/School Name] as advertised on [where you found the job listing]. With a strong background in administrative support and a commitment to fostering an efficient working environment, I believe I am an ideal candidate for this role.

[Paragraph highlighting relevant experience, skills, and why you are suitable for the position.]

I am excited about the opportunity to contribute to Kendriya Vidyalaya Sangathan and support its mission of providing quality education. I look forward to discussing how my skills and passions align with the goals of your school.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]