

[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 Post of [Job Title]

Dear [Principal's Name],

I am writing to express my interest in the [Job Title] position at Kendriya Vidyalaya [School Name], as advertised [where you found the job listing]. With a background in [Your Field/Subject] and [number] years of experience in [related experience], I believe I would be a valuable addition to your esteemed institution.

[Paragraph about your qualifications, skills, and relevant experiences that make you suitable for the job.]

I am particularly drawn to this opportunity at Kendriya Vidyalaya because [reason for interest in the school or its values]. I am enthusiastic about the prospect of contributing to the academic and personal development of students.

Please find my resume attached for your consideration. I would welcome the opportunity to discuss my application further and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]