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To,  
The Principal,  
Dr. (Mrs) C.T Chkaraborty  
Thakur College of Science & Commerce  
Thakur Village, Kandivali East (E),  
Mumbai - 400101

**Subject:** Application for position of Assistant Professor in Junior College.

Respectfully stated there is a vacancy in Thakur College of Science and Commerce for an Assistant Lecturer/Professor in Junior college Department. I am suitable according to the requirements of the job as published in the advertisement given by college in the newspaper. On that source I want to apply in your institution as an assistant Lecturer/Professor. I am fully conscious by the environment of the work and can handle all the educational matters simply and fairly.

By appointing me, I pledge that you will get a punctual and hardworking teacher. All the obligatory documents are attached herewith my application for your kind observation. I would be brimmed with pleasure if you consider my request and do the favorable action.

Your Truly,  
Abhishek Ojha