Nov 18, 2017

Hamza Farooq  
H#1 St#1   
Bilal Colony, Bund Rd, Lahore, Punjab

Sadaf  
xyz  
abc, Lahore, Punjab

Dear Madam

I am responding to your advertisement for staff Teacher that appeared in the Octobar 2017. As you can see from the attached resume, I have a strong background in Technical Teaching Specialty area(s).

I have molded my career from its inception to achieve my goal of becoming a Registered Teacher. My experience and education have provided me with excellent knowledge of Circuit Analysis and Circuit Prototyping Including KCL, KVL, TTL, MOSFET, EEPROM etc. I coupled with my attention to detail, organizational and communication skills will allow me to make a considerable contribution to UET Lahore.

I welcome the opportunity to discus with you personally how my skills and strengths can best serve your institute. I will call you the week of Nov 27, 2017 to establish a convenient time for us to meet and further discuss my qualifications. I look forward to learning more about UET Lahore and possibility of becoming part of your team.

Sincerely,

Hamza Farooq