

Full Name
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✉ xxxxx@gmail.com

To
The Teacher-In-Charge,
Department of Computer Application,
Full Address (State)

December 20, 2024

Sub: Application for the post of Guest Lecturer (Computer Application) with reference advertisement: XXXX/XX, dated 04-03-2022.

Respected Sir,

With reference to the subject as cited above, I XXXXXXXX, would like to apply for the said post. I found the said reference through a job portal site and information provided in the university official website.

Being a fresher officially, I can compile subjects such as C-Programming, Data Structures, Algorithms, Operating System, Digital Electronics, Deep Learning and Neural Networks, Web Applications and Software Engineering. I take friendly and logical approach towards solving a problem from the very basis to the optimized version.

I have some experience in teaching/mentoring as furnished below:

- as a Teaching Assistant during my Master's degree in Indian Institute of Technology Madras,
- as a Mentor for the project "Going Online As Leader (GOAL)" programme launched by Facebook in partnership with the Ministry of Tribal Affairs (MoTA) GOI (2020 - 2021),
- as private tutor for Mathematics and Computer Science related subjects.

I am sure that my proven ability to manage and maintain the highest decorum as Lecturer will be of utmost beneficial for the institution, and I too believe I can make a significant contribution to the institution as well as to the nation.

I look forward to an opportunity to serve as a Guest Lecturer in the Dept. of Computer Application, under "University Name" and be considered for the above-said post.

Your Sincerely,

Full Name

Enclosed (Marksheets/Certificates):

- | | | |
|---------------------------------------|----------------------|------------------------------|
| 1. SSLC (Admit/MarkSheet/Certificate) | 5. GATE (2016) | 9. Identity-Proof (Voter-Id) |
| 2. Diploma (MarkSheet/Certificate) | 6. SLET (2021) | 10. Resume |
| 3. B.Tech (MarkSheet/Certificate) | 7. UGC-NET (2022) | |
| 4. M.Tech (MarkSheet/Certificate) | 8. Caste Certificate | |