

**Full Name**  
Village, City - State, Country  
☎ +91 1234567890  
✉ xxxxx@gmail.com

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

May 2, 2022

**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 |                              |