Dear HR & Facilities Manager,

**Subject: Job Application**

I hereby submit my application for the position recently announced on your website. With all the skills and qualifications required, I believe I can be a great fit for this position.

I have done M S in chemistry from COMSATS University Islamabad and my research work was in the field of computational chemistry based on fullerenes. Actually in my thesis we discovered electrochemical properties of C60 in order to use them as possible electrode in lithium ion batteries and my 6 years lab experience background will help me to attain suitable place in your working environment. In addition, my ability to learn quickly will come very handy as you will not have to spend a longer period than necessary trying to train me.

When it comes to work experience, I am glad to let you know that I have worked with a college as a chemistry lecturer in Pakistan. I will use my experience to add value to education sector. I am also MS Office certified and in IELTS I got 7.5 overall band score. Recently, I have completed my B.ED that is a teaching professional training and with my profile, I consider myself as most eligible candidate for this particular post. I am available to serve you as soon as possible.

Last but not the least, as a hard worker, I will work with all my devotion to not only meet my daily or weekly targets but also to surpass them.

Yours Sincerely,

Moneeba Asghar.