

To

Prof. Dr. Mst. Farzana Rahman Zuthi

Scientific Director, SCIP Plastics Project &

Professor, Department of Civil Engineering

Chittagong University of Engineering & Technology (CUET)

Chattogram-4349, Bangladesh

Subject: Application for the post of “Name of the post”

Dear Madam,

In response to your advertisement published in the "Official Website of CUET" dated on 20/03/2022 for the post of “Name of the post” under SCIP Plastics Project, I would like to offer myself as a candidate for the post. Necessary papers and particulars are enclosed herewith for your kind consideration.

Yours faithfully

.....
(Signature)

Name: Name of the candidates

Date: 30-03-2022

Cell phone no: +8801x-xxxxxxx

List of enclosed documents:

1. Brief CV
2. Copies of all Certificates
3. Copies of all Mark sheet
4. Attested copy of NID
5. Training/ Experience certificates

SCIP Plastics Project

Funded by: BMU, Germany

Department of Civil Engineering

Chittagong University of Engineering and Technology, Chattogram-4349, Bangladesh

CV Format

(For the post of **Name of the post**)

1. Name of the post applied for :
2. Candidate's Name :
3. Father's Name :
4. Mother's Name :
5. Date of Birth :
6. Age on last date of submission :
7. Nationality :
8. Permanent Address :
9. Present Address :
10. Contact Telephone/Mobile No :
11. Email Address :
12. Educational Qualifications :

Name of Certificate/Degree	Name of Institute/University	Year of Exam.	Year of Publication of Result	Division/ Class/ CGPA out of	Marks(%) / Converted marks (%) against CGPA *	Merit Position	Remarks
1	2	3	4	5	6	7	8

13. Experience (Starting from first Appointment):

Name of Organization	Type of organization	Name of Post	Experience			Remarks
			From	To	Duration (Y – M - D)	
		Total				

17. Other Experience (If any):

18. Name of 2(Two) Referees (Other than relatives with mailing Address & telephone no.):

19. Enclosures:

1. Brief CV
2. Copies of all Certificates
3. Copies of all Mark sheet
4. Attested copy of NID
5. Training/ Experience certificates
6. Pay Order

Signature of the Applicant