

To,

Chairman,
National Council of Social Welfare (NCSW),
Al-Farabi Complex, Social Welfare Wing,
Opposite Hana Road, G-8/4,
Islamabad.

Subject: **APPLICATION FOR THE POST OF LOWER DIVISION CLERK (LDC)**

Respected Sir,

With most reverence it is stated that I have come to know through newspaper "Daily Jang" dated 05-05-2021 that few posts of Lower Division Clerks (LDCs) are vacant under your kind control.

Sir, I have vast experience in the computer field and have already worked as Computer Operator in various institutions, lastly worked with "The Aims Technology".

I also have more than 70 words per Minute typing speed in English and also have expertise in many programs like MS Office, Adobe Photoshop, Corel Draw etc. ***(Detailed CV is attached)***

I offer my services for the post of LCD and assure you that I will do my work honestly, devotedly, and with hardworking. I hope that I shall be given a chance for the said post.

I shall be very thankful to you, if I am considered a suitable candidate for the said post.

Yours truly,

Zafran Khan son of Muhammad Zaman
CNIC No. 37405-000000-0
Cell 0313-0000000
Dated: 23-02-2021