

Job Application

January 01, 2023

The Director
North East Medical Hospital
South Surma, Sylhet.

Subject: Prayer for the post of a **Staff Nurse**.

Sir/Madam,

In response to your advertisement published in the “Daily Prothom Alo” on 1st January, 2023 for the post of a **Staff Nurse** for your hospital/clinic. I want to offer myself as a candidate for the post. My particulars are submitted below for your kind consideration.

Curriculum Vitae

1. Name :
2. Father’s Name :
3. Mother’s Name :
4. Present Address : Vill:.....P.O.....P.S./Upazilla:.....Dist:.....
5. Permanent Address : Vill:.....P.O.....P.S./Upazilla:.....Dist:.....
6. Phone Number :
7. Date of Birth :
8. Marital Status : Unmarried/ Married
9. Religion : Islam/ Hindu/ Christian
10. Nationality : Bangladeshi
11. Educational Qualification :

Degree of Title	School/College/ University	Group/ Subject	Passing Year	GPA/ Result	Board/ University	Duration
SSC		Science			Sylhet	02 Years
HSC		Science			Sylhet	02 Years
BSC	North East Nursing College	Basic Bsc in Nursing			SMU	04 Years
MSC	North East Nursing College	Masters in Nursing Management			SMU	01 Years

12. Experience (if any) : Now I am performing my internship as an Intern Nurse at North East Medical Hospital for 01 years.

13. Computer Knowledge : Completed computer course on Ms Word, Ms Excel, Ms Power Point & efficient in browsing internet.

14. Language Proficiency : Fluent in Bangla & English, excellent at written & spoken English.

15. References :

a. Name : Prof. Dr Gol Baden
Designation : Principal
Organization & Address: North East Nursing College, South Surma, Sylhet.
Phone Number : 01716320825
E-mail : golbaden@gmail.com

b. Name : Md. Badrul Islam Khan
Designation : Assistant Professor in English
Organization & Address: North East Nursing College, South Surma, Sylhet.
Phone Number : 01716100233
E-mail : bikm51@gmail.com

In the above circumstances, may I hope that you would be kind enough to consider my application and appoint me to the post prayed for.

Yours Faithfully,

Signature

Full Name

Attachments:

1. Attested copies of all Academic Certificates.
2. Attested copies of 3 passport size photographs.
3. Attested copy of National ID card/Birth Certificate.
4. Attested copy of Computer Certificate.
5. Attested copy of Internship Certificate.