Dated: Day Month 20XX

To: The Global Recruitment Network USEA Islamabad

Subject: Full Name (as per national ID card), Job Title, and Slot Number

Dear XXXXXXXXX,

We are providing you with this sample letter to assist you in creating your own. Simply add or fill in the required information based on the provided guidelines. Please note that incomplete information will not receive a response from GRN or the employer.

Begin by introducing yourself briefly, stating your name, educational background, training, and the number of years of experience in the selected job from the list.

Next, provide a detailed account of your accomplishments and responsibilities in your previous or current role.

Furthermore, outline how your skills and abilities can contribute to SAMI/RSAF or any employer and briefly explain your future plans.

Lastly, if you are selected, specify the date on which you will be available to join.

Please refrain from deleting or making any changes to the table below.

|  |  |
| --- | --- |
| Questions | Answer |
| Date of birth |  |
| Age (current age in years) |  |
| Nationality |  |
| Total experience in the job you are applying for? |  |
| Total experience in both the government and private sector |  |
| Do you hold a valid passport? If not how soon you can get it? |  |
| How soon can you join upon selection? |  |
| Salary package - Once we have the TCN number you selected, we will inform you of the salary. Please provide your acceptance or comments. | Leave this section open for discussion when the job is being discussed. |
| Interview | |
| Skype address | You must create and add |
| Google Due | You must create and add |
| Reachable Mobile Number | You must create and add |
| WhatsApp number | You must create and add |
| Email | You must create and add |
| Timing for Interview: Please indicate the day and time when you are available for an interview. |  |
| Vaccination: Please specify the type of vaccination you have completed in the adjacent column. |  |
| Types of Aircraft Worked on  The below part is application those worked on the aircraft.  If not applicable, please write "Not Applicable."  Please provide details of the relevant experience, such as basic maintenance, overhauling, etc., that apply to you. | |
| Air Force |  |
| Military |  |
| Navy |  |
| Commercial Aircraft such as Airbus or Boeing or any other |  |
| Valid License those worked on Commercial Aircraft, also mentioned validity |  |
| License acceptable in Pakistan |  |
| License acceptable in other Parts of the world |  |

Best regards,

Full name

Job applying for

Permanent address

After making your own cover letter, please delete below guidelines

**Guidelines:**

**Cover Letter:**

Please ensure that the above information is concise and does not exceed two pages.

GRN offers complimentary consultation and guidelines. You have the right to ask questions until you are fully satisfied. Our fee is covered by our clients.

**CV:**

Ensure that your CV is up to date and organized logically. If there are any gaps in your employment history, please provide clear explanations.

First, carefully review the job requirements and guidelines provided, and include all the requested details in a professional manner.

Your CV should be self-explanatory, allowing the employer to quickly review it and make a decision on calling you for an interview.

Once you have completed the cover letter and CV, please refrain from converting them into PDF format. We extract certain information, such as contact details, for inclusion in our master Excel sheet, which is used for comparison and employer review.

Once you have finished writing the cover letter and CV, kindly delete this guideline.