



Letter Writing

5 MARKS [120-150 WORDS]



Job Application

These type of letters demand a very formal and precise treatment, and are accompanied by a bio-data/resume. The bio-data ought to include the name, address and contact details, date of birth, educational and professional qualifications, work experience, hobbies, present/ expected salary, references and signature.



Important Points to Remember

- Applications for jobs are written in a very formal, precise and to-the point fashion. A bio-data is enclosed to help the applicant focus on her/his qualifications and skills.
- Bio-data/ Resume/ Curriculum Vitae (CV) is written in a standardised format and must include the name, date of birth, address & contact details, educational & professional qualifications, work experience, hobbies, present/expected salary, references and signature.
- While stressing on one's qualities, it is essential to avoid either bragging or being ingratiating.

Format

Part I: *Sender's Address*

Date

Receiver's Address

Subject

Salutation

Part II: Cover Letter

Introduction/Opening statement – Give reference of the advertisement given with date and name of the job.

Reason for applying/change – Give any relevant reason for applying for the job, e.g. have recently shifted to Delhi and have been looking for a suitable opportunity.

Suitability – Any relevant qualities that make the candidate suitable for the job, e.g. sincerity. A record of great rapport with the students/colleagues, etc.

Enclosures – I am enclosing my bio-data for your perusal.

Complementary close and name – Yours truly

Name

(write Yours with a capital 'Y' and truly with a small 't'. Remember, the word Yours never takes an apostrophe. Write the name in capital letters)

Part III: Bio-data/Resume

- Name
- Date of birth
- Address and Contact details
- Educational and Professional qualifications (that match the job profile, e.g. holds a Master's degree in Physical Education)
- Work experience (e.g. has prior experience of minimum 4 years as a sports teacher in a school)
- Hobbies
- Present/Expected salary
- References
- Signature.

01

▶ Job Application

Draft an application for the post of an Accountant with Biodata in Ryan International School, Patparganj, Delhi, that was advertised in The Times of India on 28 February 2021. You are Keshav/Kriti of C-3/6 Yamuna Vihar, Delhi-110053.

Sender's address	←	C-3/6 Yamuna Vihar Delhi
Date	←	2 March 2021
Receiver's designation and address	←	The Principal Ryan International School Patparganj, Delhi
Subject	←	Subject : <u>Application for the job of an Accountant</u>
Salutation	←	Sir,
Opening statement	←	This is with reference to your advertisement in The Times of India on 28 February 2021 for the job of an Accountant.
Reasons for change	←	I am at present working with a company in Gurugram. Since my family is stationed in East Delhi, I find it rather difficult to commute daily. My parents are old and ailing and require constant medical aid. Hence I am looking for a job in Delhi.
Suitability	←	I have 4 years of experience and can assure you of my best services if given a chance.
Enclosures	←	I am enclosing my biodata for your perusal.
Complimentary close and name	←	Yours truly KESHAV

Biodata/CV

Name Keshav Aggarwal

Date of Birth 20 August 19xx

Address C-3/6 Yamuna Vihar, Delhi-110053

Educational Qualifications

Degree	Year	Board/University	Grade/Marks
Secondary	2005	CBSE	9.2 CGPA
Senior Secondary	2007	CBSE	83%
B. Com. (Hons.)	2010	Delhi University	62%
M.Com.	2012	I.P. University	71%

Professional Qualifications CIA (Computerised Industrial Accountant), ICA, Preet Vihar, Delhi

Work Experience Working as an accountant in JM Prakashan Ltd., Sec 9, Gurugram for the last 5 years

Expected Salary ₹30,000 p.m.

References

1. Mr Sengupta, Head Accounts Division, JM Prakashan Ltd.
2. Mr. Subhash Dey, Author, Shree Radhey Publications

Signature *Keshav Aggarwal*

02

▶ Job Application

You are Sudha/Sudhir, resident of A-7, Shanti Park, Delhi. You read the following advertisement in The Hindustan Times on 14 March 2021. Draft an application for job in response to the advertisement, giving your detailed resume.

Situation Vacant

Wanted a young an experienced graduate with fluency in English and Hindi to work as receptionist at Customer Care booths of NCR Groups of Hotels, Delhi. Contact Manager along with your complete CV within 7 days of this advertisement.

A-7 Shanti Park
Delhi

16 March 2021

The Manager
NCR Group of Hotels
Delhi

Subject : Application for the job of a receptionist

Sir,

This is with reference to your advertisement in The Hindustan Times on 14 March 2021 for the post of receptionist.

I have recently shifted to Delhi and have been looking for a suitable opportunity.

I possess the requisite qualifications for the job and have 4 years of work experience in hotels. You may call me for an interview on any date as per your convenience. I shall be able to join my duties at one week's notice, if appointed. I can assure you of my sincerity and best services if given a chance to serve your esteemed Groups of Hotels.

I am enclosing my detailed resume for your perusal.

Yours truly
SUDHA

Resume

Name Sudha Kakkar
Date of Birth 2 January 19xx
Address A-7, Shanti Park, Delhi. Ph.: 98104xxxxx
e-mail: sudhakakkar@gmail.com

Educational Qualifications

Degree	Year	Board/University	Grade/Marks
Secondary	2008	CBSE	9.4 CGPA
Senior Secondary	2010	CBSE	87%
B.Com.	2013	Punjab University	68%

Professional Qualifications

Hotel Management, I.P. University with 68% marks

Work Experience

I have worked with Ashoka Hotel, Jalandhar for 4 years.

Languages known

English, Hindi and Punjabi

Hobbies

Music, Dancing and Net Surfing

Expected Salary

₹20,000 p.m.

References

1. Mr. Aakash, Manager, Ashoka Hotel, Jalandhar
2. Mr. Subhash Dey, Author, Shree Radhey Publications

Signature

Sudha Kakkar

Job Applications for Practice

Question 1

You are Tapas / Tapasya of A-150, Mount Road, Chennai. You have seen an advertisement in the newspaper, 'The Chennai Times' for the post of Manager (Accounts) in Sundaram Westside, Chennai. Apply for the post with your complete biodata.



Question 2

You have read an advertisement in The National Times for the post of Chartered Accountant in Happy Times Industry, Kanpur. You believe you possess the requisite qualifications and experience and would prove to be an asset to the company. Apply for the post giving your complete biodata stressing your suitability. You are Amrendra Singh of 2, Kailash Puri, Delhi.



Question 3

You are Shobha/Sushil from 56, A Block, Saket, Agra. Write an application along with a personal resumé in response to the following advertisement :

Wanted an experienced hockey coach having B.P.Ed Degree for our school. Apply to the Principal, Agarsen Public School, Agra by 15th March, 2021.



Question 4

The Gandhi Foundation is recruiting graduates for an intensive leadership-training programme during the summer, in villages across India. You are Anjana/Benji from 21, Ratnapur Village, Bilaspur. You are very excited to see the advertisement and decide to apply for the same. Draft a letter applying for the advertised programme. Include a biodata showing how suitable you are for the training.



Question 5

You see a classified advertisement in the newspaper inviting applications for the post of Marketing Representative in a reputed company. Write a letter with biodata to the HR Manager, Neo Technologies, New Delhi, applying for the post advertised. You are Priyanka/Priyank of I21 Green Park, New Delhi, a fresh graduate in Sales and Marketing from the University of Delhi.



Question 6

Bal Vidya Public School, Bhilai, urgently requires a post-graduate teacher to teach political science for which they have placed an advertisement in The Bhilai Express. You are Sanjay/Sanjana Sharma from 21, Vasant Marg, Bhilai. Draft a letter including a CV, applying for the advertised post.



Question 7

You are Apoorva, B-120, Malviya Nagar, Chennai. Read the advertisement given below and write a letter to the advertiser, applying for the job.

Indian Pharmaceuticals, 20 Coast Road, Kochi, requires Trainee Medical Representatives. Candidates should be Science or Pharmacy graduates and below 25 years of age. Fluency in English and any one of the regional languages is essential. Attractive stipend with handsome working allowances will be offered during training period. After successful completion of the training, the candidates will be appointed on regular basis. Please apply with complete resume and a passport size photograph at the above address.