

JOB APPLICATION LETTER

Xxxx
House no 2-87/8/9/1
Road no 12
Xyz colony
Himayathnagar
Hyderabad -500024

6/02/2019

The Manager
Human Resource Department
COGNIZANT
Road no 12
Jubilee Hills
Hyderabad -500024

Sir

Sub: Applying for the post of software engineer –Reg

With reference to your advertisement in the march issue of the Hindu ,I wish to apply for the position of software engineer in your esteemed organization.

I completed my M.Tech in software engineering with CGPA of 9.6 from Osmania university college of engineering .I have 4 years of experience as a software engineer in XYZ technologies ,Hy-Tech city, Hyderabad .I'm proficient in high level computer languages like ORACLE ,JAVA .I have wide knowledge in network security and software designing.

I 'm dynamic ,extrovert person with excellent communication skills. My strong analytical and trouble shooting skills add to my experience .i have the ability to interact with the clients at all level.

Please refer to my enclosed resume for your further perusal.i can be contacted on 9XXXXXXXXXX90 OR xxxxx@gamil.com .

Thank you.
Faithfully Yours
Signature
Name
Encl.: Resume'

RESUME

Xxxx
House no 2-87/8/9/1
Road no 12
Xyz colony
Himayathnagar
Hyderabad -500024
Mobile : 9XXXXXXXXXX90
Email: xxxxx@gamil.com

POSITION SOUGHT : Software Engineer

1. Career objective:

To pursue a challenging career in the field of Computer Science Engineering which provides me with challenges and opportunities to grow professionally and personally .

2. Academic Qualification :

- M.Tech (CSE) ,Osmania University College of Engineering ,9.6, 2014.
- B.E (CSE) , Osmania University College of Engineering ,9.0,2012.
- MPC ,Govt Junior College ,Hyderabad ,9.7,2008.
- X (SSC) , Govt High School ,Hyderabad,9.8,2006.

3. Software skills:

- Programming languages: C,C++,JAVA,ORACLE
- Operating systems : LINUX,UNIX
- Courses done on network security and software designing

4. Work Experience :

- 4 Years of experience as Software Engineer in XXX Technologies

5. Job Responsibilities:

- Designed and developed security systems
- Executing full lifecycle software development
- Troubleshoot, debug and upgrade existing systems
- Ensure software is updated with latest features

6. Strength :

- Excellent communication skills
- Ability to interact with clients
- Strong analytical and trouble shooting skills

7. Awards and Achievements :

- Certificate of participation in technical fest -2013 by IIT, HYDERABAD CAMPUS.
- Best employee of the year -2016.

8. Interests:

- Reading books

9. Reference:

- Mr. Avinash Rastogi
Senior Project Manager
XXX Technologies
Hyderabad -500009
Mobile : 9xxxxxxxxx90
Mail: avinash @gmail.com

Place : Hyderabad

Signature :

Date: ---/---/-----

Name: