

MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE,
GWALIOR



TECHNICAL ENGLISH (10016)
ASSIGNMENT-1

RESUME WRITING WITH COVERING LETTER

SUBMITTED BY:

ASMITA JAIN
0901EO201017

SUBMITTED TO:

PROF. UMESH WAMAN
GURUMWAR
HUMANITIES DEPT.

RESUME FOR:

**Applications are invited for the post
“System Analyst at Bharat Software
Solutions, Gwalior, M.P.-445001.
Engineering Graduates with Experience of 2
- 4 years as a 'system analyst' are eligible
to apply. Skills Required- Technical Writing,
Scripting, undefined, System
Administration, Systems analysis, ASP.NET,
Technical Architecture. Salary is
negotiable. Desirous candidate should send
their application along with the RESUME on
mail id provided.**

1.COVERING LETTER:

Block-E-6

VidhyaSagar Nagar

Chaudhran colony

Guna (M.P.) 473001

18 July 2021

The Manager

Bharat Software Solutions

Gwalior M.P.-445001

Respected Sir,

I was excited to see your job listing for the System Analyst in Bharat Software Solution. As a dynamic System Analyst with over two years of professional experience in implementing, maintaining and support IT systems. I'm confident that I would be a valuable asset to the team at Bharat Software Solutions.

Your job listing mentions a need for someone who is experienced technical writing, System analysis and well

versed in ASP.NET, all of which are areas I have experience in. I was a System Analyst at my former job, where I honed my skills by running and leading numerous successful projects.

I'm confident that my proven track record of excellent work ethic, unparalleled attention to detail will make me an immediate asset at Bharat Software Solutions, and allow me to contribute in company's success.

I have attached my resume, and look forward to discussing the System Analyst position and my qualifications with you in more detail. If you are interested, please contact me on my email asmitajainshirley@gmail.com.

Sincerely,

Asmita Jain

Enclosure: Resume

ASMITA JAIN

**System analyst and
technical writer**

Contact no.: 80857XXX60

Email: asmitajainshirley@gmail.com

Address: Block-E-6, Vidhyasagar Nagar(M.P.)

Objective:

Seeking a position of IT System analyst in a fast paced and ambitious environment that can offer mentoring, exciting projects, and an opportunity for career growth.

Work Experience:

- Junior system analyst at Manic techs and solutions for 2 years
- Involved in testing, debugging, creating change sets and documented solutions for the team.
- Lead major projects involving methodical IT specifications, guidelines and Models.
- Technical writing Intern in Manic techs and solutions for 6 months.

Qualifications:

Sr. no.	Degree	School/ College/ University
1	Bachelor of Technology	Madhav Institute of Technology and Science, Gwalior

2	Senior secondary	Christ Sr. Sec. School, Guna
3	Higher secondary	Christ Sr. Sec. School, Guna

Skills:

- Technical writing: Executive summary statements, reports, briefs.
- System Analysis: IT system Analysis
- Dynamic website Design: thorough with ASP.NET, Symplic
- Good at System Control and management

Achievements:

- Best employee of the year 2020- Manic techs and solutions
- Interns' award 2018 – Manic techs and solutions

Personal details:

Date of birth: 16 January 1997

Marital status: Single

Languages known: English and Hindi

Permanent address: Block-E-6, Vidhyasagar Nagar,
GUNA(M.P.)