**Job Application and CV/Resume Writing Assignments**

1. Write a job application and attach a CV for the post of IT Engineer to the HR Manager, National Reconstruction Authority, Anamnagar, Kathmandu.
2. Imagine that the merojob.com has published a vacancy announcement for the post of Senior Marketing Officer. You have completed MBA degree and got all required skills for the job. Write a job application to the concerned person of the advertising agency and also attach your recently updated resume.
3. Suppose that there is a vacancy for the post of an Administration Manager at Nepal Engineering Council and you are Master’s degree holder. You also have excellent professional and technical skills required for the post. Now, submit the job application along with a copy of your resume.