Formats of all those docs which confusion cannot end in complete life

Letter
Memo
Job Application
Literature review
Abstract
Informal report

Letter:

Sender's Address
[Your Name]
[Street Address]
[City, Postal Code]
[Email Address]
[Phone Number]

Date
[Write the full date in the format: Day Month Year]

Recipient's Address
[Recipient's Name]
[Recipient's Designation/Title]
[Company/Organization Name]
[Street Address]
[City, Postal Code]
Salutation

- Use formal greetings like:
  "Dear [Recipient's Name],"
  OR
  "Dear [Hiring Manager]," (if name isn't known).

Body of the Letter

- **Paragraph 1 (Introduction):**
  Introduce yourself and state the purpose of the letter.
- **Paragraph 2 (Main Content):**
  Explain your qualifications, skills, experience, and how they relate to the purpose of writing the letter.

- **Paragraph 3 (Conclusion):**
  Express interest, gratitude, and a call to action (e.g., looking forward to a response or interview).

Closing Line

- Use polite endings such as:
  "Yours sincerely," (when the recipient's name is known)
  "Yours faithfully," (when the name is not known).

Your Signature
[Your Typed Full Name]
(Optional: add a handwritten signature if submitting a physical copy).

Memo:

To: [Recipient's Name and Title]

From: [Your Name and Title]

Date: [Date of the memo]

Subject: [Brief and clear subject line]

Body Section
The body is typically short and structured in **paragraphs**:

- **Opening:** State the purpose of the memo clearly and directly.
- **Details:** Provide the necessary background, details, or explanations.
- **Action/Conclusion:** State any required actions or summarize key points.

Note : Is ke end pe sincerely nahi aata .

Informal Reports:

Use Memo OR Letter Format Depending on the internal external

Same As letter or memo

Cover Letter / Job Application Sample

[Your Address]
[City, State, ZIP Code]
[Date]

HR Manager
ARBISOFT
25 Canal Rd, Westwood Colony
Lahore, Punjab

Dear Hiring Manager,

First Paragraph

I am writing to apply for the position of **Data Scientist** at Arbisoft, as advertised. I came across this opportunity on your company website, and I believe my strong academic background in **Computer Science and Mathematics** combined with over **two years of experience** in data analysis and machine learning make me a suitable candidate for this role.

Second Paragraph

In my current role as a **Data Analyst**, I have worked extensively on **building predictive models** to improve customer retention and optimize user engagement. Moreover, I have performed advanced statistical analysis to extract insights from complex datasets, helping drive **key business decisions**.

Key highlights of my experience include:

- Developing **machine learning models** in Python (Pandas, Scikit-Learn) that increased model accuracy by **20%**.
- Performing **statistical inference** for a large retail dataset to uncover revenue trends and create actionable strategies.
- Collaborating with cross-functional teams to translate data insights into effective solutions for business problems.

In addition to my strong programming skills in **Python, R, and SQL**, I am familiar with **Bayesian statistics, MCMC algorithms, and hierarchical modeling**, enabling me to solve both practical and theoretical challenges in data science.

Third Paragraph

I am excited about Arbisoft's emphasis on solving real-world problems through data-driven solutions. The opportunity to collaborate with talented teams on projects requiring **analytical rigor** and creativity aligns perfectly with my skills and aspirations.

For example, in my previous role, I automated data pipelines to save over **10 hours** per week in manual tasks, demonstrating my ability to optimize processes effectively. I am confident that my attention to detail, strong problem-solving skills, and collaborative nature will help Arbisoft achieve its organizational goals.

Closing Paragraph

I would be grateful for the opportunity to contribute to Arbisoft's data science team. I look forward to discussing how my skills and experience can help drive insightful and impactful solutions for your clients. Please feel free to contact me at **[Your Phone Number]** or via email at **[Your Email Address]** to arrange an interview.

Thank you for considering my application.

Closing Off

Yours sincerely,
[Your Full Name]
[Phone Number]
[Email Address]

How To Write Literature review

Main Idea

2-3 sources (time wise justifiable honay chaiye)

Transition (ye sirf english likhni jo in ko connect kar de)

Opinion/conclusion

How To Write Abstract .

Back Ground

Objective

Mehod

Results

Conclusion

Short Cut (**BOMRC**)

How to give references.

Intext .

Use Last Name

Author name: (example)

1   Pink Brown

 For this use   Brown [1].

Reference List

[Ref Number] Author's initials, Author's surname, "Title of work", Document type (if applicable), edition (if not first), Editor's initials, Editor's surname (if applicable),

Place of publication, Publisher, vol. number/issue number (if applicable), page numbers, month/year, Type of material (online), URL (if applicable).

Chapter 9:
Technical Research

Reviewing published research

searching online:
      author
      keyword
      subject
      Boolean search
      positional operators
      truncation
Library:
      books
      periodicals
      newspapers
      company directories
Primary Research:
      Quantitive
      Qualitative:
            interivews
            focus groups
            field obseravations
            document analysis
            questionare

Types of abstracts:
               informational (major points with details)
               descriptive (major points with no details)

Chapter 10 :
      Formatting Reports:

Use letter or memo

formal report:
      introduction: is mai purpose, scope,overview, objectives , key areas batanay hain summary ni batani wo abstract hota hai

      discussion section: is mai details batani hain ziada focus facts se opinions ki Taraf lai ke jana hai

      Literature Review:

      Abstract Writing:

Chapter 11:
      Types of informative Reports:
            activity reports: (specific time period quarterly ki progress likhtay hain is mai)
            progress reports: (is mai tasks batanay hotay ke kia kia puray huay)
            regularoty report
            lab reports
            problem analysis (sirf problem disscuss karni solution nahi)
            recommendation report
            feasibility report
            equipment evaluations

            sari reports mai halki halki si headings bana dena acha lagay ga

chapter 12:

proposals
same as the memo or letter but objective kisi ko persuade karna hai

types:
solicited (koi maangay tou dena hai)
unsolicited (koi na maangay tou dena hai kisi cheeze ko recommend karnay ke liye)
Grant (kisi organization se funding ya baray project ke liye budget)

ABC FORMAT