

Basic format for a cover letter

1. Heading (Post applied for.)

2. Address of the Applicant

a. Do not use any comma or full stop

b. Mention only the flat or door numbers (E.g. Do not write NO. 47)

3. Date

Write as DD/M/Y or M/DD/Y (E.g. 30 August 2013 or August 30, 2013
(Do not write 30/08/13))

4. Recipient's Address

Take care of the spelling while you write words like 'Personnel Manager'

5. Salutation

Start as Sir or Dear Sir followed by a comma

6. Subject

Mention clearly the post applied for.

7. Reference

Mention the source (the advertisement, date.)

8. Content

It should contain six or seven sentences.

a. First sentence about the reference

b. Two sentences on your highest qualification and the merits (Rank)
if any

c. In what way you are suitable and competent to hold the post and
reason for applying (Experience)

d. Some remarks about your expectations (Work ambience, your
contribution to the growth of the company)

e. Appealing closing remarks

9. Subscription

10. Enclosures

Sample Cover Letter

Application for the Post of Chief Engineer

Naveen Karthik
A 15, Vivek Apartments
27, Gandhi Road
Kilpauk
Chennai 600 030

20 June 2016

The Personnel Manager
Wheels India Ltd.
330, Avadi Road
Chennai 600 321

Dear Sir,

Sub: Application for the post of Chief Engineer – reg.

Ref: *The Daily Times* dated 20 June 2016

With reference to the above cited advertisement, I wish to apply for the position of Chief Engineer in your industry. Having graduated from BITS, Pilani, I completed my Master's Degree in Mechanical Engineering from IIT Karagpur with a I rank. During my 8-year tenure in Tata Motors, I gained the talents and techniques that are most required in any industry. I am known for meticulous planning, execution and team work which have brought laurels in my present assignment.

Considering the future prospects and scope to make the best use of my expertise, I wish to associate myself with your industry.

Looking forward to an early reply,

Thanking you,

Yours sincerely,

(Naveen Karthik)

Encls.

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|--------------|---|
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| Certificates | 8 |
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C. 1. 2 Resume

Before going into the details of writing a resume, let us first know the difference between a bio data, resume and curriculum vitae.

Bio data is the information that is stored in a data base regarding a person's name, gender, blood group and other details about his education, profession and financial condition, being used in banking, marketing and other service industries. This form of document is no more preferred by the employers nowadays.

Resume having its origin from French means summary. It's a short account of one's educational qualifications, work experience prepared to be sent to an employer. Generally, it is not more than a page.

Curriculum vitae means course of life and is similar to a resume. The difference is this is a more detailed document and is hence longer than a resume.

Points to remember

- Use the best type of resume (there are many types) that suits the kind of job you are applying for. Highlight your experience, skills you have gained and the qualifications you have particularly related to that.
- Write an effective statement of 'Objective' presenting in concrete terms your short term goals and your long term achievable vision.
- Use the key words from the advertisement to fit in with your experience and qualifications so that your resume looks tailor made for the post applied for.

- Give a convincing account for the years of gap in studies and / or service if any.
- Double check the data such as years of experience, study, date of birth etc before finalising the Resume. Make sure you are sending in your updated resume.
- Get the consent of the referees before giving references, and verify whether they possess the relevant information about you and discuss with them what kind of remarks they will offer regarding you.
- Make sure you are sending your applications to the correct employers or companies when you are applying for more than one post.
- Put in careful efforts while writing and designing your application as it is the first step to impress the recruiter and get an interview.

Sample Resume

Naveen Karthik

A 15, Vivek Apartments

27, Gandhi Road

Kilpauk

Chennai 600 030

E.mail: nveen_56@yahoo.co.in

Mobile: 9999444422

Objective

Aspiring for a challenging career that paves the way to get in touch with the latest trends in the field, to attain a position of excellence and to become a good professional and selflessly contribute towards the growth of the organisation.

Educational Details

| S. No. | Course | Institution | Period | Class/ Percentage | Remarks |
|--------|-------------------------|-------------------------------------|------------|-------------------|--------------------------------|
| 1. | M.Tech. (Mechanical) | IIT, Kharagpur | 2005–07 | 9.7 CGPA | University Gold Medalist |
| 2. | B.Tech. (Mechanical) | BITS | 2001–05 | 92% | Department First |
| 3. | HSC | Montford Public School, Patna | 1999 –2001 | 97% | Class First |
| 4. | SSLC | Victor School, Patna | 1998–99 | 96% | School First |

Experience Details

| S. No. | Designation | Company | Period | Remarks |
|--------|----------------------------------|---------------|-------------------------|---------------------------------------|
| 1. | Senior Mechanical Engineer | Tata Motors | June 08 to till date | Won the best team award in 2009 |
| 2. | Asst. Engineer Mechanical | Allwyn Nissan | June 2007– May 08 | Known for meticulous planning |

Training Details

Underwent one year internship at TVS Automotive from June 2006 to May 2007.

Co-curricular Activities

1. Won the best project award in M. Tech. for designing the working model "Driverless car" in 2007
2. Presented a paper on "Latest Tools in Machine Designing – A Study" in the International Conference at Allahabad University, Lucknow, December 2007

3. Presented a paper on "Total Quality Management" in the National Conference at the University of Hyderabad in March 2005

Extra Curricular Activities

- Member of NCL, NSS, Scout and Rotaract Club
- Participated in a ten-day NSS camp in May 2000

Computer Skills

Have worked on projects using C, C++, Java, J2EE, and Computer Architecture

Personal Details

| | | |
|--------------------|---|---|
| Date of Birth /Age | : | 14.02.81, 32 yrs |
| Permanent Address | : | 14/3/A, Himalaya Avenue, Chameli, UP – 98 |
| Languages Known | : | English, French, Hindi, Tamil and Telugu |
| Sports | : | National level athlete 200m South India Karate Champion |
| Hobbies | : | Singing, Gardening, Cooking, Stamp Collecting |
| References | : | 1. Mr. George D'Souza Director Vertin India Ltd. Chennai – 48 Mobile no: 9190008282 2. Dr. Vandana Srinivasan Head of the Department Mechanical Engineering IIT Kharagpur Mobile no: 90913244547 |

Declaration

The above stated details are true to the best of my knowledge and belief.

(Signature)

Naveen Karthik

Place: Chennai – 600323

Date: 20 June 2016