

Assignment No:04

Q.2]

Preeti Patil,
25, Parth Society,
M.G Road
Mumbai-421302
Nov 1, 2022

The manager,
Amazon
Hyderabad

Reference: Your advertisement in "The Times of India"
dated 04th, Oct, 2022.

Subject: Application letter for the post of sales
manager.

Respected sir/mam,

I am writing in response to your advertisement
for the sales manager position at Amazon in
Hyderabad. I am confident that I have the
necessary skills and qualification for the role.
and I would be a valuable asset to your team.

I am a very energetic person with excellent
communication skill and ready to face any target
set by your esteemed company. I am Preeti Patil
21 years old and an Indian citizen. I am eager
to add knowledge with experience. I have

Completed my Business Administration from Mumbai University, and I have three years of experience working in sales and customer service. I am also motivated and enthusiastic, and I thrive in a fast-paced environment.

I believe that I would be a great fit for this position, and I would be excited to join Amazon and contribute to your success. I would appreciate if you contact me to discuss the role further. Thank you for your time and consideration.

Sincerely,
Preeti Patil

Preeti

Ref. Name: SK/AP.

Enclosures: 1) Resume

2) ID. Proof

3) Required Documents.

Post script: I am a very energetic person with excellent communication skills and ready to take on any challenge.

Q.2]

Types of Job Application letter

The following are three types of Job application letters:

1. The Cover letter:

This is the most common type of Job application letter, and as its name suggests, its purpose is to provide a potential employer with a brief overview of your qualification and experience.

When you're applying for a job, a cover letter lets you show a personal side and demonstrate why hiring you is a smart decision. Cover letters should be around three paragraphs long and include specific examples from your past experience that make you qualified for the position.

Cover letter should include the following parts:

1. Header
2. Salutation
3. Introduction
4. Body paragraph
5. Closing paragraph
6. Letter ending and signature.

2. The Prospecting letter:

This type of Job application letter is used when you don't have any specific job openings in mind, but want to introduce yourself to a company and inquire about

potential job opportunities or a cold call letter, a prospecting cover letter is a ~~letter~~ ^{networking} letter useful tool if you have an interest in a company that isn't actively hiring or isn't widely advertising. A prospecting cover letter expresses interest in learning about available positions, demonstrates initiative and eagerness, and puts yourself at the front of the interview line when or if the company decides to expand its talent pool.

3- The Networking letter:

This type of job application letter is used to request information and advice from someone you know who works in the same field or industry as you. The job-hunting tool lets you reach out to friends, friends of friends and professional contacts, asking for job leads, career advice, referrals and introductions. The letter's focus is not to ask your contacts for a job, but to request their assistance in your job search by connecting you with people or opportunities.

Q.3] Types of Resume and distinguish it with example.

1. chronological
2. functional
3. Combination.

Types of Resume	Advantage	Disadvantage	Best used	Don't use it
1. chronological: Resume	Easy to write Emphasizes steady employment record Employer like to see job titles and dates of history	calls attention to employment gaps. Skills growth & development can be difficult to spot unless they are listed in the most recent job.	emphasize past career in your work history When calling attention to your career.	There are gaps in your work history When calling attention to your career.
2. functional Resume	De-emphasizes a spotty work history, Allows you to highlight specific strengths and transferable skills not be obvious.	No detailed work history content may appear to lack depth.	Emphasize transferable skills you have used in or volunteer work and responsibilities in recent work history.	You want to emphasize growth or development in your work history if your duties were limited.
3. Combination Resume	shows off a strong employment record with upward mobility and transferable skills Emphasizes	work history is often on the second page, developed throughout your work history may not read that far. Page No.	to show off your skills developed throughout your work history instead of special position	your experience is limited, or there are wide gaps in your work history.

Chronological Resume: lists your work history in reverse order, starting with your current or most recent job and working backwards.

Functional Resume: Focuses on skills and strengths important to employers. omits specific dates, names, and places. De-emphasizes a spotty work history.

Combination Resume: Blends the flexibility and strengths of the other two types of resumes.

Q.4] Types and models of Interview.

→ There are various types of interview. Some of them are as follow.

1. Informal Interview
2. Formal Interview
3. Group Interview
4. Individual Interview
5. Modes of Interview.

1. **Informal Interview:** This interview is of brief duration and is normally taken by the interviewer on their own initiative or on the recommendations of someone. The purpose of this interview is to ensure that the applicant is suitable for the position.

2. Formal Interview:-

This interview is conducted by the employer in order to ascertain whether the applicant is suitable for the position. An interview panel would normally be appointed to carry out this interview.

3. Group Interview:-

This interview is conducted in order to select the most suitable candidates for the position. A group of applications would be interviewed at the same time.

4. Individual Interview:-

This interview is conducted with one applicant at a time. The interviewer would normally focus on the applicant's qualifications, experience and suitability for the position.

Modes of Interview

There are various modes of interview. Some of them are as follows:-

1. Face-to-face interview:-

This is the most common form of interview. The interviewer and the applicant would meet face-to-face and the interview would be conducted in person.

2. Phone or video screening interview:

This is one of the essential interview methods to save you and the candidate time. It's always a good idea to send the candidates the list of questions before the interview.

3. Panel interview:

Panel interviews are usually reserved for shortlisted candidates only and can have the entire hiring team present, or only some team members.

Q.5]

The Interpersonal Skills

- Interpersonal skills are the abilities to interact with others. Examples of interpersonal skills include communication, cooperation, and assertiveness.
- There isn't a definitive answer to this question as it depends on which expert you ask, but some examples of interpersonal skills might include: communication, empathy, emotional intelligence, conflict resolution and active listening.
- Interpersonal skills are the abilities that allow people to effectively communicate and interact with others. They include both verbal and nonverbal communication, as well as social skills. Effective interpersonal skills are important in both personal and professional relationships.

- The interpersonal skills are the skills that people use to communicate with each other. There are four main types.
 1. verbal communication.
 2. non verbal communication.
 3. listening skills
 4. social skills.

Q.6] case study on Business (corporate) ethics.

Q-7] You are Raj Sharma, an Eng student from Mumbai University. You need a job. You are seeking a suitable job. You came across news from your friend, and inviting you as a young and dynamic fresh graduate as a junior engineer in his company. Write an application letter with resume.

Raj Sharma,
21, Basant Marg
Mumbai
Nov 1, 2022

~~From~~

~~Customer~~

TO

CEO of the company, Wipro
B-12, Barakhamba Road
Mumbai

Subject :- Application for the post of Junior eng..

Dear Sir/mam,

I am Raj sharma, an Engineering graduate from Mumbai university. ~~From~~ of Shivajirao S. Jondhale college of engineering. I am seeking a suitable job and came across your news from a friend, inviting me as a young and dynamic fresh graduate to join your company as a junior engineer.

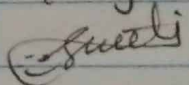
I am confident that my skills and experience in my studies could make a great contribution in your firm. I am also willing to do extra work that you will give to gain more experience.

I realize that your resume or curriculum vitae that I submit this can not explain my qualification in depth. Therefore, I really hope there is a chance interview, which I can explain how the potential in me and my ministry will give a tremendous asset for your firm. I have attached my resume with this letter for your reference.

I am looking forward to hearing from you soon

Thank you,

Raj sharma.



Enclosure : 1) ID-Proofs

2) Resume

3) Other documents.