

1. Business Letter

Write a business letter to a bookshop in your city requesting the availability and price list of English grammar books for college students.

From:

Rajesh Kumar
GIET University, Gunupur
Odisha – 765022
8th April, 2025

To:

The Manager
City Book Centre
Main Market Road
Gunupur – 765022

Subject: Request for availability and price list of English grammar books

Dear Sir,

I hope this letter finds you well. I am writing to ask if you have English grammar books suitable for college students. I need the books for personal study and also to suggest them to some of my friends.

It would be helpful if you could share a list of the grammar books you have, along with their prices. Please mention the name of the author and publisher as well. If possible, I would also like to know if there are any discounts available for students.

I will be grateful if you can reply to this letter or contact me on my mobile number. I am planning to visit your shop soon, so the information will help me decide better.

Thank you for your time and help.

Yours sincerely,
Rajesh Rana
Mob no. :- 7978262400

2. Cover Letter

Write a cover letter for the position of a content writer at a digital marketing company. Mention your skills, qualifications, and interest in the job.

Rajesh Rana

GIET University, Gunupur

Odisha – 765022

Email: rajeshrana2004@gmail.com

Phone: +91-7978262400

Date: 8th April 2025

To

The Hiring Manager

BrightWave Digital Solutions

Plot No. 456, Infocity Road

Bhubaneswar – 751024, Odisha

Subject: Application for the position of Content Writer

Dear Sir,

I am writing to apply for the position of Content Writer at your company. As a BTech student in Artificial Intelligence and Machine Learning, I have always enjoyed writing about technology, trends, and topics that connect with people. I believe this role matches my skills and interest.

I have strong communication skills and good knowledge of English grammar. I have written several blogs and short articles as part of my college projects. I am comfortable researching new topics and writing content that is clear, engaging, and easy to understand. I also have basic knowledge of SEO, social media trends, and how content plays a key role in digital marketing.

I am excited about the opportunity to work with your team and learn more about the industry. I am eager to use my creativity and writing skills to contribute to your content goals.

Thank you for considering my application. I hope to hear from you soon.

Yours sincerely,

Rajesh Rana

3. Resume Writing

Prepare a simple one-page resume for the role of a software intern. Include your name, career objective, educational qualifications, skills, and contact information.

Rajesh Rana

GIET University, Gunupur, Odisha – 765022

 +91-7978262400 |  rajeshrana2004@gmail.com

Career Objective

Creative and enthusiastic BTech student in Artificial Intelligence and Machine Learning, looking for a software intern role to apply my programming skills, learn from real-world projects, and grow as a developer in a professional environment.

Educational Qualification

BTech in AI & ML

GIET University, Gunupur

2023 – Present

10th Grade (CBSE)

D.P.S. Vidyapeeth, Bhadrak

GPA: 9.5 / Best Student Award in Science

Completed coursework in Advanced Mathematics, Computer Science, and Robotics

Skills

- Programming Languages: C++, Python, Java
 - Web Technologies: HTML, CSS
 - Tools: Visual Studio Code, Git
 - Problem-solving and debugging
 - Strong communication and writing skills
-

Achievements

- Winner of internal university hackathon
 - Developed a GPS-based attendance Android app (boosted user engagement by 30%)
-

Hobbies

- Coding
- Reading tech blogs
- Photography
- Playing badminton

4. Email

Write an email to your college professor requesting an extension for submitting your project due to personal reasons. Use formal email format.

Subject: Request for Extension on Project Submission

Dear Professor Sharma,

I hope this email finds you well. I am writing to respectfully request an extension for submitting my project for *Artificial Intelligence and Machine Learning*, which is currently due on **April 10, 2025**.

Due to some personal reasons, I have been unable to complete the project on time. I understand the importance of meeting deadlines, and I assure you that I am working hard to finish it as soon as possible.

I kindly request an extension of **3 days** so that I can submit quality work. I hope you will consider my request and grant me some extra time.

Thank you for your understanding and support.

Sincerely,

Rajesh Rana

BTech – AI & ML

GIET University

Roll No: 24CSEAIML015