July 15, 2020

Chennai

From

VENKATESH. P

Sri Ranga Apartments

No: 120, II Avenue,

T. Nagar. Chennai-17

To

Ms. Jyoti Parmar

Sector 16, New Building,

Gurugram

Respected Ms. Parmar,

With the current slowdown in hiring within the high-tech field, you must be flooded with resumes from out-placed software engineers such as me. Please take a moment to consider my qualifications. I believe in particular is highly marketable in this tight market:

I worked on the team that pioneered the technology that put the Palm Pilot on the map.

In today’s increasingly mobile society, this technology has places to go, and I have ideas that could take us to the next step in office independence.

Please call me with prospective job opportunities. I am interested in a project management position in the Rs.9K range.

Thank You!

Venkatesh

**Format Of Resume**

Name : VENKATESH. P

Father’s Name : SANCHIT P.

Date Of Birth : 01-01-2000

Age : 24

Address : Sri Ranga Apartments No: 120, II Avenue,T. Nagar.

Chennai-17

Educational Qualification :

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Qualification** | **Board/university** | **Percentage** |
| 1 | S.S.S.C (Class XII) | A.M.U | 89% |
| 2 | GRADUATION | A.M.U | 87% |
| 3 | POST GRADUATION | A.M.U | 91% |

Work Experience : 1 YOE

Technical Skills : MS OFFICE, PYTHON, JAVA

Personal Skills : TEAM LEADER, WORK-ORIENTED

Hobbies : CYCLING, READING

Dated: …………………... Signature