

._What is a job application letter?

Job application letter is the content that accompanies your resume when you apply for a job. These days, it is generally written in the form of an email. A job application highlights your interest and reason for applying for the job in a short and crisp manner.

A well-written job application letter makes your profile stand out and increases your chance of getting selected for an interview.

The content of the job application must demonstrate your interest in the job and communicate to the recruiter why you are fit for the profile.

Step-by-step format for writing a job application letter

To understand how to write a job application, read this **five-step** guide.

1. Subject line

The subject line of your job application letter email should be catchy, brief, and to the point. Remember, many companies include **subject line guidelines** in their job alert post. If they do so, please stick to it. If not, make sure your **subject line informs the reader about the job you are applying for.**

Example:

RIGHT ✓ ☐

"Job Application for the Role of Business Development Manager"

If your subject line does not inform the reader of what to expect in the email or is vague, your email may not get noticed or end up in the 'Trash' folder.

WRONG ☐

"CV for Job Application"

"Applying for Job"

"Job at ABC Company"

2. Salutation

If you know the name of the person you are writing to, always **address them by their name** in the salutation. This will add a personal touch to the message.

Example:

RIGHT ✓ ☐

Use "Dear Mr.(last name)/Ms.(last name)/Mrs. (last name)" or "Hi (first name)".

Avoid ☐

"Dear Sir/Ma'am" or "To whoms it may concern"

In case you do not know the name of the concerned person, use "Dear Sir/Madam".

3. Introduction

In the first paragraph, **start by mentioning the job role you are interested in and how you found out about it.**

Example:

"This is with reference to your job vacancy for the role of {Mention Role} as posted on {Portal Name}."

If you got to know about it through a reference, then add his/her name and designation.

Example:

"I got to know about the job role through a member of your team, {Mr./Mrs. Name, Designation}."

You can also add the reference in the subject line. Make sure you take the concerned person's permission before you do so.

4. Second paragraph

This part is your main pitch. In this section, **highlight your qualifications, skills, experience, and achievements that are relevant to the job you are applying for.** Refer to the job requirement section of the job alert post and match your competencies with them.

Example:

"I completed my MBA in Finance from {Institute Name}. I have worked as an Accounts Assistant for 3 years at {Company Name}.

With my experience and skills in {Mention Profile-specific Skills}, I will surely be able to add value to your business."

Mention what excites you the most about the job role and why you are the perfect fit. Do not copy paste from your CV. Talk about things that aren't mentioned in the CV.

Example:

"The challenges that the (desired position) offers are big, and I am excited to take these challenges head-on with an expert team at {Company Name}."

While talking about your achievements, mention specific details in brief along with the efforts you put in.

Example:

In my current position as (current position), I have achieved an exponential growth in the field by increasing overall (sales or marketing) statistics by at least (percentage).

You can also add links to your work if relevant. Generally, the documents to attach with the job application are - resume, cover letter, work samples, etc.

Example:

"My resume and cover letter are attached to the email. Please refer to them for more information. You can also have a look at my work samples here {Insert link}."

5. Closing paragraph

End the email with a call to action. **Express that you are eager to meet and discuss the job further.**

Example:

"If you find my profile suitable, please feel free to contact me at the below mentioned contact details.

I would be glad to come for an in-person interview at your office."
Thank the recruiter for taking time out to go through your application.

Sign off with 'Sincerely', 'Best', or 'Thanks and regards' followed by your name.

Add your contact details below your name.

Do's and don'ts of a job application letter

Take care of the following do's and don'ts while writing the job application letter:

1. Apply early

You will have a better chance to grab the attention of the recruiter if you are an early applicant. Apply within 2-3 days of the job posting.

2. Keep it short and sweet

Keep the job application email short. You don't want to write your autobiography here.

3. Double-check for mistakes

Always proofread the content before sending the email. Do not forget to check if you have attached the correct documents. You can use Grammarly to keep a check on spelling and grammatical errors.

4. Keep it original

Do not copy-paste the content. Add a personal touch to the letter.

5. Match it well

Each job application letter should be customised as per the job you are applying for. So, take hints from the job description and have a look at the [company page](#) .

6. Use professional email address

Make sure to use an email address that sounds professional. You can maintain a separate email account for job-related communication as it will help you keep a better track on the emails.

7. Share contact details

Do not forget to mention your contact details such as mobile number, Skype Id, etc. at the end of your email.

Here are some ready-to-use [job application letter samples](#) to write that perfect job application.

What is a CV?

A CV (short for the Latin phrase curriculum vitae, which means “course of life”) is a detailed document highlighting your professional and academic history. CVs typically include information like work experience, achievements and awards, scholarships or grants you’ve earned, coursework, research projects and publications of your work. You may be asked to submit a CV when applying for jobs in academia or jobs outside India.

If you need help determining how to write a CV, it can be helpful to consult a template. Here is additional background on the document along with an easy-to-follow CV example template to ensure you craft a powerful curriculum vitae that stands out to employers.

CV vs. Resume

A CV and resume are similar in that they're both documents that summarise your professional history, education, skills and achievements. They're also both documents you might provide an employer for consideration for an open position.

It is important to note that in the United States and most of Europe, resumes and CVs are not interchangeable. A resume is a shorter-form document that provides a concise overview of your previous roles, skills and details about your education. (The French word *résumé* translates to “abstract” or “summary”.) A CV, on the other hand, is typically a longer, more detailed document focused largely on academic coursework and research.

There are a few exceptions, however. In India, South Africa and Australia, the terms CV and resume are interchangeable.

Related: What's the Difference Between a Resume and a CV?

How to write a CV

Most CVs include the following information:

Contact information

Academic history

Professional experience

Qualifications and skills

Awards and honours

Publications

Professional associations

Grants and fellowships

Licenses and certificates

Volunteer work

Personal information (Optional)

Hobbies and interests (Optional)

Some employers, especially postsecondary institutions, may offer their own CV template and CV examples to help make sure you include all required information in the format they prefer. Before you submit your application, look for any special CV guidelines the employer has outlined. For example, some institutions may require you to list only relevant coursework, fieldwork, dissertations and professional references.

CV Example Template

Contact information

Full name

Address (including city, state and pin code)

Phone number

Email address

For example:

Jaya Kanan

1234 Main Street, Gwalior, Madhya Pradesh 394711

442-4828-0000

jy.kn1@email.com

Academic history (in reverse-chronological order)

Doctoral programme

Master's degree

Bachelor's degree

10th/12th grade

For example:

Ph.D. in Sociology, 2018

University of Lucknow, Uttar Pradesh

Professional experience

Organisation or institution

Job title/position

Dates employed

Details about duties, experience and achievements

For example:

University of Delhi

Professor, Faculty of Law | 2012–2018

Taught multiple undergraduate and graduate courses in company law.

Fostered student commitment to lifelong learning and excellence in legal practice.

Acted as student advisor to first-year law school students.

Qualifications and skills

Hard skills

Soft skills

Accreditations and certifications

For example:

Team leadership

Seminar instruction

Fluent in English, French and Mandarin

Certification in Occupational Therapy

Related: Best Skills to Include on a Resume

Awards and honours

Award name

Year awarded

Organisation that gave award

Award details (how often the award is given, how many people receive the award, etc.)

For example:

The Hindu Prize for Fiction, 2018

The Hindu Literary Review

Awarded for excellence in English fiction literature to one individual in India each year.

Publications and presentations

Publication citation (including authors, date, summary, volume, page, DOI number)

Presentation details (including title, date and place of presentation)

For example:

Kumar, J., Sanjyot, C., Patel, A., John, L., (2017) “Study of cocoa product component theobromine and danger to canines.” Journal of Modern Veterinary Medicine. 272: 1234-56789.

Professional associations and affiliations

Name of organisation

Geographic location or chapter

Dates of active membership

For example:

Indian Cancer Society, Mumbai (2011–Present)

Final thoughts

If you’re practiced in writing resumes, you may be tempted to shorten your CV to one page. However, because CVs require so much information they’re typically multiple pages in length. In other words, don’t cut crucial details to save space.

Before submitting your job application, be sure to thoroughly review your CV for any errors or inconsistencies. Consider asking a trusted colleague or professional mentor to review it as well—especially if they’re experienced in the industry you’re applying to. A second opinion can be useful in helping you craft a well-polished CV.

What is a report?

In technical terms, the definition of a report is pretty vague: any account, spoken or written, of the matters concerning a particular topic. This could refer to anything from a courtroom testimony to a grade schooler's book report.

Really, when people talk about "reports," they're usually referring to official documents outlining the facts of a topic, typically written by an expert on the subject or someone assigned to investigate it. There are different types of reports, explained in the next section, but they mostly fit this description.

What kind of information is shared in reports? Although all facts are welcome, reports, in particular, tend to feature these types of content:

- Details of an event or situation
- The consequences or ongoing effect of an event or situation
- Evaluation of statistical data or analytics
- Interpretations from the information in the report
- Predictions or recommendations based on the information in the report
- How the information relates to other events or reports

Reports are closely related to [essay writing](#), although there are some clear distinctions. While both rely on facts, essays add the personal opinions and arguments of the authors. Reports typically stick only to the facts, although they may include some of the author's interpretation of these facts, most likely in the conclusion.

Moreover, reports are heavily organized, commonly with tables of contents and copious headings and subheadings. This makes it easier for readers to scan reports for the information they're looking for. Essays, on the other hand, are meant to be read start to finish, not browsed for specific insights.

Types of reports

There are a few different types of reports, depending on the purpose and to whom you present your report. Here's a quick list of the common types of reports:

- **Academic report:** Tests a student's comprehension of the subject matter, such as book reports, reports on historical events, and biographies
- **Business reports:** Identifies information useful in business strategy, such as marketing reports, internal memos, SWOT analysis, and feasibility reports
- **Scientific reports:** Shares research findings, such as research papers and case studies, typically in science journals

Reports can be further divided into categories based on how they are written. For example, a report could be formal or informal, short or long, and internal or external. In business, a **vertical report** shares information with people on different levels of the hierarchy (i.e., people who work above you and below you), while a **lateral report** is for people on the author's same level, but in different departments.

There are as many types of reports as there are writing styles, but in this guide, we focus on academic reports, which tend to be formal and informational.

>>Read More: [What Is Academic Writing?](#)

What is the structure of a report?

The structure of a report depends on the type of report and the requirements of the assignment. While reports can use their own unique structure, most follow this basic template:

- **Executive summary:** Just like an [abstract](#) in an academic paper, an executive summary is a standalone section that summarizes the findings in your report so readers know what to expect. These are mostly for official reports and less so for school reports.
- **Introduction:** Setting up the body of the report, your [introduction](#) explains the overall topic that you're about to discuss, with your thesis statement and any need-to-know background information before you get into your own findings.
- **Body:** The body of the report explains all your major discoveries, broken up into headings and subheadings. The body makes up the majority of the entire report; whereas the introduction and conclusion are just a few paragraphs each, the body can go on for pages.
- **Conclusion:** The [conclusion](#) is where you bring together all the information in your report and come to a definitive interpretation or judgment. This is usually where the author inputs their own personal opinions or inferences.

If you're familiar with [how to write a research paper](#), you'll notice that report writing follows the same introduction-body-conclusion structure, sometimes adding an executive summary. Reports usually have their own additional requirements as well, such as title pages and tables of content, which we explain in the next section.

What should be included in a report?

There are no firm requirements for what's included in a report. Every school, company, laboratory, task manager, and teacher can make their own format, depending on their unique needs. In general, though, be on the lookout for these particular requirements—they tend to crop up a lot:

- **Title page:** Official reports often use a title page to keep things organized; if a person has to read multiple reports, title pages make them easier to keep track of.
- **Table of contents:** Just like in books, the table of contents helps readers go directly to the section they're interested in, allowing for faster browsing.
- **Page numbering:** A common courtesy if you're writing a longer report, page numbering makes sure the pages are in order in the case of mix-ups or misprints.
- **Headings and subheadings:** Reports are typically broken up into sections, divided by headings and subheadings, to facilitate browsing and scanning.
- **Citations:** If you're citing information from another source, the citations guidelines tell you the recommended format.

- **Works cited page:** A bibliography at the end of the report lists credits and the legal information for the other sources you got information from.

As always, refer to the assignment for the specific guidelines on each of these. The people who read the report should tell you which [style guides](#) or formatting they require.

How to write a report in 7 steps

Now let's get into the specifics of how to write a report. Follow the seven steps on report writing below to take you from an idea to a completed paper.

Choose a topic based on the assignment

Before you start writing, you need to pick the topic of your report. Often, the topic is assigned for you, as with most business reports, or predetermined by the nature of your work, as with scientific reports. If that's the case, you can ignore this step and move on.

If you're in charge of choosing your own topic, as with a lot of academic reports, then this is one of the most important steps in the whole writing process. Try to pick a topic that fits these two criteria:

- **There's adequate information:** Choose a topic that's not too general but not too specific, with enough information to fill your report without padding, but not too much that you can't cover everything.

- **It's something you're interested in:** Although this isn't a strict requirement, it does help the quality of a report if you're engaged by the subject matter.

Of course, don't forget the instructions of the assignment, including length, so keep those in the back of your head when deciding.

Conduct research

With business and scientific reports, the research is usually your own or provided by the company—although there's still plenty of digging for external sources in both.

For academic papers, you're largely on your own for research, unless you're required to use class materials. That's one of the reasons why choosing the right topic is so crucial; you won't go far if the topic you picked doesn't have enough available research.

The key is to search only for reputable sources: official documents, other reports, research papers, case studies, books from respected authors, etc. Feel free to use research cited in other similar reports. You can often find a lot of information online through search engines, but a quick trip to the library can also help in a pinch.

Write a thesis statement

Before you go any further, write a [thesis statement](#) to help you conceptualize the main theme of your report. Just like the topic sentence of a paragraph, the thesis statement summarizes the main point of your writing, in this case, the report.

Once you've collected enough research, you should notice some trends and patterns in the information. If these patterns all infer or lead up to a bigger, overarching point, that's your thesis statement.

For example, if you were writing a report on the wages of fast-food employees, your thesis might be something like, "Although wages used to be commensurate with living expenses, after years of stagnation they are no longer adequate." From there, the rest of your report will elaborate on that thesis, with ample evidence and supporting arguments.

It's good to include your thesis statement in both the executive summary and introduction of your report, but you still want to figure it out early so you know which direction to go when you work on your outline next.

Prepare an outline

[Writing an outline](#) is recommended for all kinds of writing, but it's especially useful for reports given their emphasis on organization. Because reports are often separated by headings and subheadings, a solid outline makes sure you stay on track while writing without missing anything.

Really, you should start thinking about your outline during the research phase, when you start to notice patterns and trends. If you're stuck, try making a list of all the key points, details, and evidence you want to mention. See if you can fit them into general and specific categories, which you can turn into headings and subheadings respectively.

Write a rough draft

Actually writing the [rough draft](#), or first draft, is usually the most time-consuming step. Here's where you take all the information from your research and put it into words. To avoid getting overwhelmed, simply follow your outline step by step to make sure you don't accidentally leave out anything.

Don't be afraid to make mistakes; that's the number one rule for writing a rough draft. Expecting your first draft to be perfect adds a lot of pressure. Instead, write in a natural and relaxed way, and worry about the specific details like word choice and correcting mistakes later. That's what the last two steps are for, anyway.

Revise and edit your report

Once your rough draft is finished, it's time to go back and start fixing the mistakes you ignored the first time around. (Before you dive right back in, though, it helps to sleep on it to start editing fresh, or at least take a small break to unwind from writing the rough draft.)

We recommend first rereading your report for any major issues, such as cutting or moving around entire sentences and paragraphs. Sometimes you'll find your data doesn't line up, or that you misinterpreted a key piece of evidence. This is the right time to fix the "big picture" mistakes and rewrite any longer sections as needed.

If you're unfamiliar with what to look for when editing, you can read our previous guide with some more advanced [self-editing tips](#).

Proofread and check for mistakes

Last, it pays to go over your report one final time, just to optimize your wording and check for grammatical or spelling mistakes. In the previous step you checked for “big picture” mistakes, but here you’re looking for specific, even nitpicky problems.

A writing assistant like [Grammarly](#) flags those issues for you. Grammarly’s free version points out any spelling and grammatical mistakes while you write, with suggestions to improve your writing that you can apply with just one click. The Premium version offers even more advanced features, such as tone adjustments and word choice recommendations for taking your writing to the next level.

Technical proposal writing: Definition, formatting, characteristics, templates, and everything else you need to know

“Technical writing is a continuous process of learning, carefully gathering, sifting, organizing, and assessing, all while trying to craft something that makes sense for a user.”

— *Krista Van Laan, The Insider’s Guide to Technical Writing*

Writing a technical proposal entails an in-depth understanding of the proposed solution, the main pain points, and, ultimately, your audience.

In technical writing, writing the content of a proposal can be overwhelming and time-consuming, even more so if you don’t have a technical background.

However, a successful proposal can result in a new project and/or client when done well.

In 2021, more and more marketers are turning to automatization for help.

Whether in construction, education, healthcare, software, and technology, or manufacturing, there is an appropriate automated option that can help achieve the best results.

How to write a technical proposal:

1. Prepare an executive summary, abstract, or introduction
2. Put together a table of contents (TOC)
3. Add technical background, opportunity, or situation
4. Write technical approach, resources, and costs required
5. Mention capabilities and procedure
6. Anticipate benefits of project proposal
7. Anticipate environmental impact of the proposed solution
8. Write a conclusion
9. Add nomenclature
10. Add references and sources
11. Mention appendices

What is a technical proposal?

A technical proposal is a document that contains an introduction to the product, an explanation of how it will help address the recipient's problem, the company's execution plan, and technical details of the deal.

This type of proposal should be brief, and it should explain the complex product in simple terms.

Technical proposal formatting: How to format a technical proposal?

If you don't want to get bored and consumed with writing a technical proposal from scratch day after day, you can always turn to PandaDoc's technical proposal template, beautifully designed and accurately put together.

Our technical proposal template covers all technical proposal sections you need in a successful document of this type; in addition, we give you useful information on how to fill it out effectively.

However, if you'd rather do it on your own, here are essential elements of technical proposal formatting:

1. **Prepare your proposal's introduction well.** Ensure it does all of the following (not necessarily in this order):

- a) State that the memo contains a proposal for a specific project.
- b) Write at least one short inspiring message to encourage the recipient to keep reading and approve the project.
- c) Give an overview of the proposal's content.

An introduction is required if the proposal is unsolicited, as you will need to convince the audience there is an opportunity that should be explored.

2. **Background information on the issue.** The background part often follows the introduction and outlines the necessity for the project—the problem, opportunity for improvement, and scenario.
3. While the specified audience of the proposal may be familiar with the issue, writing the background section helps demonstrate your unique perspective.
4. **Project benefits and feasibility.** Most proposals briefly explain the project's benefits and its success rate. This is a form of pro-project argument. In an unsolicited proposal, this section is critical to “sell” the project to the audience.
5. **Proposed task description (results of the project).** Most proposals must describe the final product. Proper technical proposal formatting entails identifying the document's audience and purpose, providing an overview, and considering length, graphics, binding, etc.
6. In some proposals, you must explain how you will complete the work. This adds to your persuasiveness and demonstrates you have done your homework. It also shows that you know the field well enough to finish the project.
7. **Schedule.** Most proposals include a section detailing the project's completion date as well as significant milestones. If you're working on a long-term project, the timeline will include due dates for progress reports. If you can't give dates, give time frames for each phase of the project.
8. **Resources, costs.** Most proposals include a section on project costs, both internal and external. External projects may require you to include your hourly

rates, expected hours, equipment and supply prices, and so on before calculating the final project cost.

9. Internal projects aren't free, so you should still disclose the project costs: time spent on the project, equipment and supplies used, and assistance from others in the business.
10. **Conclusions.** The closing paragraph or portion of the proposal should remind readers of the project's benefits. Your last section should entice them to contact you to discuss the project in detail and perhaps make one last case for why you or your firm is the best candidate for the job.

How long should a technical proposal be?

It's a classic Goldilocks problem to create a proposal that's just the correct length.

Your pitch should not be too short, as this will leave out important information.

It should not be excessively long, either, as this may cause your client to skim or skip sections. So, how long do you think your proposal should be?

Although proposals **of 10 to 20** pages are usual, some clients prefer short concept notes, while others rather go for extensive proposals **of 50** pages or more.

This is, however, merely a framework metric.

The ideal length is one that best satisfies the needs of your client.

Technical proposal types

Technical proposals can be divided into two categories.

Business proposal or sales proposal

Sales proposals, also known as business proposals, are given to possible buyers or consumers outside of the company. In terms of form and style, sales proposals rarely resemble one another.

In fact, they frequently follow very different and artistic directions, similar to successful ads.

PandaDoc offers business proposal templates and sales templates that can help take your company to the next level.

Research proposals

Research proposals can be defined as an academic plan with a clear and coherent overview of the planned study.

Professors or institutions often use research proposals to get a grant in response to a request or announcement from the government or another agency.

The research proposal is a detailed, well-thought-out strategy written by the investigator or researchers.

PandaDoc's research proposal template is a beautifully designed, accurate document that helps individuals and companies write as many technical proposals as they need – quickly and effectively.

Why not try it? All you need to do is sign up and that's it! No credit card is required, that's right.

What is technical proposal writing?

Technical proposal writing is translating technical requirements into a customer-facing proposal used to pitch your solution or offerings.

Considering the situation in which your proposal occurred and depending on its nature, technical proposal writing might encompass only a small section or the whole proposal.

Also, do regard that different proposals require different methodologies and concepts.

While the main idea behind them is the same/similar (getting your point across and being approved for a project), a business proposal won't have the same structure as a technical proposal, nor will a cover letter for a progress report follows the same proposal examples as a piece of technical proposal writing.

In putting together and implementing a request for proposal, you need to mind a few steps of its structure.

Read on for the best tips that will help you create your best technical proposal writing.

Step 1. Prepare an executive summary, abstract, or introduction

Provide a summary of your proposal in one page or less, presenting an overview of the proposed work.

Make sure your proposal writing is carefully put together and **covers all elements and deliverables you plan to tackle:**

1. Indicate that your memo content revolves around a proposal for a specific project.
2. Develop at least one direct, to-the-point and motivating statement that will inspire the recipient to read on and consider supporting/approving the project.
3. Put together an overview of the contents of the proposal.

It is not necessary you lay things out in this order.

If you are writing a proposal on your own, make sure you use proper proposal templates, follow the outlined workflow and formatting, and stay on point.

Here's a good example of how you can put together an executive summary for a website development proposal.

Step 2. Put together a table of contents (TOC)

The purpose of a table of contents or TOC is to show the readers what topics this technical proposal covers, how the topics are discussed (the subtopics), and what page numbers they can find those sections and subsections.

A well-organized table of contents provides an at-a-glance way of finding information in the proposal. In that sense, it is crucial you apply proper formatting in your TOC design structure.

Do consider the following:

1. **Levels of headings:** If your proposed project is longer, consider including more than the top two levels of headings. This keeps the TOC from becoming unwieldy and overwhelming.
2. **Indentation, spacing, and capitalization:** Make sure all levels of headings and page numbers are aligned with each other. As for capitalization, it is customary for main chapters or sections to be in all caps. Also, first-level headings apply initial caps on each main word, while lower-level sections apply initial caps on the first word only.
3. **Vertical spacing:** For increased readability of your entire proposal, format the first-level sections so they have extra space above and below.

Bonus tip:

In putting together your TOC, make sure all words of your table of content are the same as they are in the text. You might change some of the headings as you write and revise, so don't forget to apply the same changes to the TOC, too.

Step 3. Technical background, opportunity, or situation

Give background that identifies the problem; discuss what has inspired the need for the project, and provide motivation explaining why such a task would be essential or beneficial.

Reflect on the present opportunity to improve things in your proposed project while explaining the basic situation.

For example, the project management department of an IT company or a startup is looking to ensure that all employees know the basics of safety measurements in case of a fire, resulting from a new set of regulations for IT companies or due to their personal preferences.

While most of the proposal's named audience may already be familiar with this very well, writing the background section is valuable as it demonstrates your particular view of the situation.

If this is an unsolicited proposal, a background section is almost a must.

You will have to convince the audience that this is the right time for your proposal assignment (as the opportunity exists) and that it should be addressed.