

## Memo:

### MEMORANDUM

[2 lines space]

To: Name, Position/Title

From: Name, Position/Title

Date: January 01, 2024

Subject: --- -----

[2 lines space]

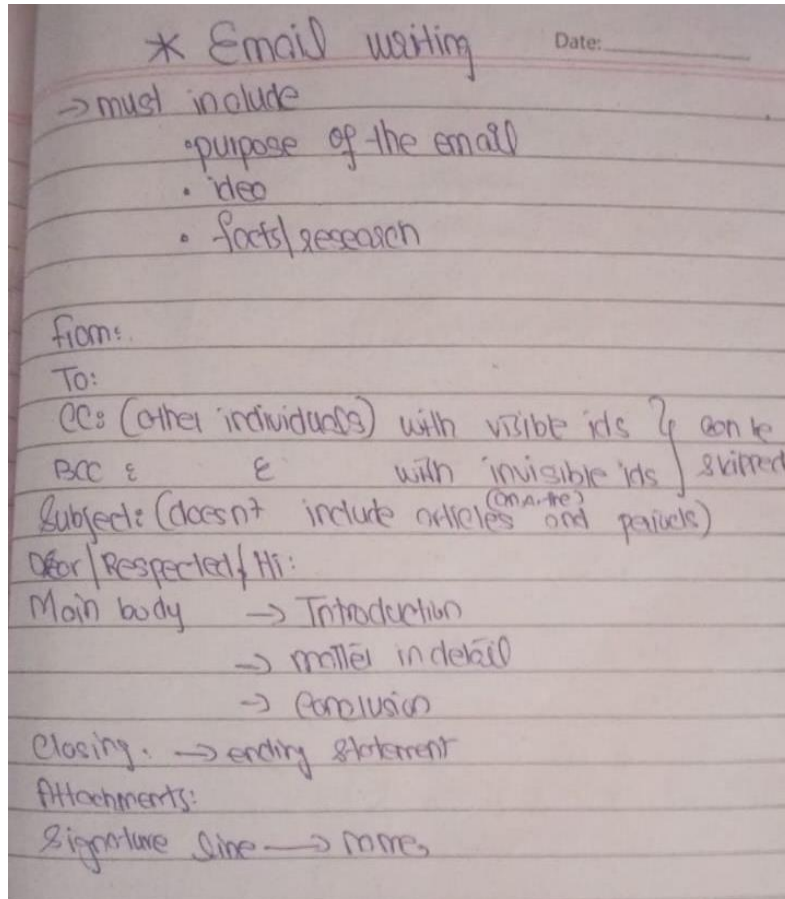
INTRO

MAIN CONTENT

CONCLUSION

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## Email:



## **Letter:**

**Mr. Ahmed Siddiqui**

**31A, Khayaban-e-Ittehad**

**Karachi, Sindh, 75200**

**October 31, 2024**

**Dr. Numair Butt**

**Head, Petroleum Engineering Department**

**NED University**

**Main University Road**

**Karachi, Sindh, 75300**

**Dear Dr. Numair,**

Intro

Content

Conclusion

.

Sincerely,

**XYZ**

**Recent Graduate, in Computer Systems Engineering**

**NED University of Engineering and Technology**

# **Notice and Agenda:**

## **A Specimen of Notice without Agenda**

Rajgarh Cement Limited

### **Notice**

Notice is hereby given that the second meeting of the Board of Directors will be held at the registered office of the company at 3.30 p.m. on Friday October 10, 2009.

.....

Name

Designation

Reference Initials

Date|

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## **A Specimen of Notice without Agenda**

NED University of Information and Technology

### **Notice**

The students of BBA, L.L.B (Hons.), BA (Hons.) in English, B.Sc.(Hons.) in Economics, B.Sc. in CSIT and other undergraduate programs are requested to take clearance from the Account Section for payment of their tuition and other fees up to Summer, 2009 on any working day from 26.08.2009 to 07.09.2009 and deposit the fees into the Bank just after getting clearance.

Otherwise, they will not be issued Admit Cards for the Semester Final Examination, 2018.

.....

Name

Designation

### **Copies Distribution**

- Deputy Director of Accounts
- Asst. Registrar (P.O. to VC)
- All Faculties in Charge
- All classes of the undergraduate programs

Reference Initials

Date

A Specimen of Notice with Agenda

Rajgarh Cement Limited

Notice

Notice is hereby given that the second meeting of the Board of Directors will be held at the registered office of the company at 3.30 p.m. on Friday October 10, 2009.

AGENDA

1. Confirmation of the minutes of the last meeting.
2. Matters arising from the minutes
3. Financial irregularities of company accountants.
4. Confirmation of the appointment of Auditor.
5. Date of next meeting

.....

Name

Designation

Reference Initials

Date

## **Meeting Minutes (example):**

### **Meeting Minutes – Construction Plan Completion Review**

#### **Meeting Details**

- **Meeting Name:** Construction Plan Update

- **Date:** 14/11/2024

- **Time:** 9:00 AM

- **Location:** Karachi Headquarters

#### **- Attendees:**

Samuel Thompson - Project Manager

John Lewis - Construction Lead

Ethan Roberts - Project Coordinator

David Chen - Site Supervisor

Mark Gutierrez - Procurement Manager

Liam Kim - Architect

#### **Objective**

To discuss and review construction progress and plan future milestones

#### **Agenda**

- Present status and completion targets for the construction plan
- Setting present and future targets to ensure project completion within the stipulated time

#### **Discussion Summary**

- Present Status and Completion Targets: Phase 2 (structural framing and roofing) is 85% complete...
- Setting Present and Future Targets: The team agreed to adjust resources to meet the...

#### **Key Decisions**

1. Interior electrical and plumbing work to be completed by January 15, 2025.
2. Finishing work (painting, flooring, fixtures) to begin immediately after structural work is completed
3. Mark Gutierrez will source alternative suppliers for finishing materials, with a review of options scheduled for December 1, 2024.

**Action Items**

1. Finalize and confirm alternative suppliers for materials – Mark Gutierrez – 01/12/2024
2. Initiate staff training sessions for finishing phase – John Lewis – 10/12/2024
3. Update project timeline and circulate to stakeholders – Ethan Roberts – 20/11/2024

**Next Steps**

- Mark Gutierrez will report on alternative material options by December 1.
- David Chen to confirm new hire placements by December 5.
- A progress check-in meeting will be held on January 10, 2025.

**Adjournment**

Meeting adjourned at 10:30 PM.

**Prepared by**

Ethan Roberts

Project Coordinator

**Approved by**

Samuel Thompson

Project Manager

**Distribution**

All stakeholders and project department heads

Construction Company

## **Resume:**

Name + Email + Number + Address

### Objectives:

To get an internship that will.....

### Education:

Past:

2022: -- -----

2020: -----

Current:

- Bachelors in Computer and Information Systems Engineering from NEDUET. (2023-2027)

### Experience: :)

### Skills and Certifications:

- Python
- C
- Fast learner
- Good skills of observation with an excellent attention to detail.
- “Learn Python 3” (codecademy) – Introductory python course
- CS50x - Harvard’s introduction to computer science and programming.
- “How to make a website” (codecademy) – introductory web development course

### Interests/Hobbies:

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### Links:

- LinkedIn:
- Github:

## Cover Letter:

a short letter you send with your job application to introduce yourself to the employer. It explains why you're interested in the job, highlights your skills and experiences that fit the role, and shows why you'd be a good choice for the company.

Follow same format as normal letter given above.

example content:

— **Brian Cropper, MBA**  
Chief Executive Officer

Address: Main Street, City  
Email: your@email.com  
Cell: (111) 123 - 456789  
LinkedIn: linkedin.com

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Hiring Manager's Name  
Company Address

— Dear (Insert name),

I am a successful CEO with a track record of growing businesses and increasing revenue. I am a strong leader who can drive growth and innovate, while motivating staff through clear business goals and vision.

— I believe I'm suitable for this role because I can add significant value:

- **Leadership** – I led the global development and deployment of a Customer Success model and a cross-sell model which leveraged existing customer relationships to sell additional solutions. This resulted in adding more than 15% revenue in the first year.
- **Financial Management** – I have a deep understanding of strong financial business management. I have managed P&Ls for a third of the global business of Serrala, ensuring that business decisions are rooted in sound financial knowledge. This has resulted in top line revenue growth of more than 40% and profitability by 185% over the last 2 years.
- **Innovation** - I have a successful track record of developing innovative ways of working to improve the Customer Journey and to develop a more agile and collaborative internal methodology. This has led to a more Customer-centric focus increasing retention and reducing churn.

— I would welcome the opportunity to meet to discuss the contribution I could make to this role, and to your overall organisation, and I hope to hear from you in due course. Please contact me at my telephone number or email address to find time for us to meet in person.

— Thank you for your time. I am looking forward to hearing from you soon.

Yours sincerely,  
Brian Cropper