**Q1: Type the following Letter in Process.**

**1. Heading of company be in the Center of the line and in Block Capital Letter**

**2. The Address of the address “Indent Style” Used main Merge insert filed according to given style.**

**3. Paragraph should be “Indent style”**

**3. Complemental close should be right hand side.**

Praful Kumar Deshpande-----Balaji Nagar,------ Ravi Nagar Road,-----Pune-22----Date:- 02/Dec./2016-----To,-----Aqua Agency-----L.I.C. Road,-----Nagpur.-----Aqua Servicers & Solution----Koradi Road,----Nagpur.----Ref:- I read your advertisement in Novbharat Samachar dated of 1Dec.2016.----- Subject:- Application for the Post of ‘Clerk’---Respected Sir,-----With reference to above subject I beg to submit my candidature for the said Post. I am giving my Brief Resume for your kind perusal.----Personal Details-----Name : Praful Kumar Deshpande-----Address : Balaji Nagar,----Pune-22,---Moblie No. : 9832567584----E-mail ID : [kumar222@gmail.com](mailto:kumar222@gmail.com) ----Date of Birth : 12th February 1983------Qualification :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Exam Pass | Passing Year | Board | Percentage |
| 1 | S.S.C | March -2000 | Pune | 65.50 |
| 2 | H.S.C | Feb 2002 | Pune | 75.30 |
| 3 | B.com | April | Nasik | 65.56 |
| 4 | M.A | May | Pune | 70.45 |

I Hope you will give me a chance to serve your esteemed organization.-----Thanking you,-----Yours faithfully, -----(Praful K.Deshpande)-------Encl.: Xerox copies of my Certificates.