**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.**

Anita Rajendra Kumar------P.G. Apartment,----Shivaji Nagar----Akola,-----Date : 1st March 2017----To,-----D.M. Hospital,----Varli Street---Mumbai-----Mahila Vikas Sanstha,----Deshpande Peth-----Pune--- Subject :- Application for the Post of ‘Receptionist’.----Ref :- I read your advertisement in Daily new dated on 28th Feb.2017-----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:Anita Rajendra Kumar----Address: P.G. Apartment,---Shivaji Nagar,Akola,----Mobile No. : 9156857865----E-mail ID : [anita321@gamil.com](mailto:anita321@gamil.com) ----Date of Birth : 10th Jan.1995---Qualification :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Exam Pass | Passing Year | Board | Percentage |
| 1 | S.S.C | March-2011 | Akola | 70.45 |
| 2 | H.S.C | Feb-2013 | Amravati | 65.24 |
| 3 | B.A | May-2016 | Nagpur | 58.65 |

Given an opportunity. I promise to give you all satisfaction as the best of my level. Thanking you,----Yours faithfully,----(Anita R. Kumar)----Encl. : Resume and Xerox copies of my Certificates.