



**JECRC Foundation**



JAIPUR ENGINEERING COLLEGE  
AND RESEARCH CENTRE

# **JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE**

Year & Sem – 2<sup>nd</sup> Year, 3<sup>rd</sup> Sem

Subject – Technical Communication

Unit – 3 (III )

Presented by – Sonia Khubchandani (English & Humanities)

Sonia Khubchandani (Assistant Professor, English & Humanities), JECRC, JAIPUR



**JECRC Foundation**



JAIPUR ENGINEERING COLLEGE  
AND RESEARCH CENTRE

## **VISION AND MISSION OF INSTITUTE**

To become a renowned centre of outcome based learning, and work towards academic, professional, cultural and social enrichment of the lives of individuals and communities.

Sonia Khubchandani (Assistant Professor, English & Humanities), JECRC, JAIPUR



**JECRC Foundation**



JAIPUR ENGINEERING COLLEGE  
AND RESEARCH CENTRE

## **VISION AND MISSION OF DEPARTMENT**

- Focus on evaluation of learning outcomes and motivate students to inculcate research aptitude by project based learning.
- Identify, based on informed perception of Indian, regional and global needs, the areas of focus and provide platform to gain knowledge and solutions.
- Offer opportunities for interaction between academia and industry.
- Develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders may emerge.

Sonia Khubchandani (Assistant Professor, English & Humanities), JECRC, JAIPUR



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## Course Objective

**CO1:** able to express themselves better in technical writing by understanding the concept, style and methodology used in Technical communication.

**CO2:** able to pursue higher studies by working on all aspects of English Language and also develop a better understanding of process and design of technical texts.

**CO3:** able to get an in depth knowledge of technical communication used in professional life by getting to know all the forms and aspects of Technical Communication.

Sonia Khubchandani (Assistant Professor, English & Humanities) , JECRC, JAIPUR

## **UNIT -3 II Technical Writing, Grammar and Editing-**

### **CONTENTS**

Cover Letter

Resume

-CRC, JAIPUR

### **Cover Letter-**

#### **When and Why do I need a Cover letter?**

**Any time you send your resume to an employer  
it should be accompanied by a cover letter.**

**A cover letter acts as an introduction for your  
resume.**

**A cover letter also stands as a sample of your  
writing skills, so be sure to make it the best  
possible sample you can.**

**If you are sending your resume via email – the  
cover letter is the email message itself. Then  
attach the resume following the employer's  
instructions in MSWord document, text  
document, etc.**

Soni

# **How to write a Cover letter?**

## **Rules**

- Give enough information to interest the reader, don't overwhelm.
- Research the company. Address the letter to a specific person.
- Answer an ad if you have 50% of the skills or background that the ad requires.
- Mention the person who referred you if appropriate.

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# **Contents**

- Your address, city, state, zip, and telephone number.
- Date
- Name, title, company, address, city, state, and zip of person you're writing to.
- Greeting, followed by a colon.

## **Paragraph-1:**

- What do you want?
- How do you know about the organization?
- Mention enclosure of your resume?

## **Paragraph 2:**

- Concise overview of work history and skills that will help you perform the job.

## **Paragraph 3:**

- State confidence in your ability.
- Give information on how you can be contacted (Ph.no., e-mail id)

## **Paragraph 4:**

- Express appreciation and gratefulness.

# Sample Cover Letter

**ABC**  
B-75 Civil Lines  
Road ,45  
T: (07) 8222 1111  
M: 0400 333 888  
[date]

**Rajeev Batra**  
HR Manager  
HCL Ltd.  
PO Box 300  
Green Plains NSW 2008

Dear Mr. Anand Kumar

## **Re: Mechanical Engineer Position**

I am writing to apply for internship as a Mechanical Engineer in your Organisation. I am a highly motivated Mechanical Engineer with a Bachelor of Engineering (Mechanical Major) I have also done many projects in my campus. I am very much interested in joining the engineering team at HCL Ltd. given your reputation for world-leading innovation in open cut and underground mining.

I am very confident in planning and designing projects using AutoCAD and EXTB, and contributing to the budgeting process. I enjoy the hands-on work that this type of mining role entails, including checking the technical aspects of drawings and equipment designs and the maintenance of existing infrastructure.

I have a thorough knowledge of the processes of open cut and underground mining and experienced in directing and managing the on-site team, including contractors. I possess excellent interpersonal and communication skills and my multitasking abilities are advanced.

I am accustomed to operate in a FIFO environment and working hard to keep projects running on time and within budget.

I am keen to employ my skills and enthusiasm as an integral part of your team and I look forward to join as a learner .

Thanks and Regards

Yours sincerely

[sign here]

**ABC**

# Resume

## Job Application

JECRC, JAIPUR

### MY RESUME

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#### PERSONAL PROFILE

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#### CONTACT INFO



Street name 123  
City name: Jodhpur  
Country: India  
Email: s.khubchandani@jecrc.edu.in  
Phone: +91 98123 456789

#### WORK EXPERIENCE

**1993 - 1995** IN LEO IN DIAV TOTOR ELIT  
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**1995 - 1996** IN LEO IN DIAV TOTOR ELIT  
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**1996 - 2002** IN LEO IN DIAV TOTOR ELIT  
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**NAME SURNAME**  
TITLE / POSITION

#### ACHIEVEMENTS



**1998 LOREM IPSUM DOLOR**

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**2000 SEQUITUS UNA**

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**2014 JUSTO MAGNA**

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#### SKILLS & LANGUAGES

GRAPHIC DESIGN

ENGLISH

WEBDESIGN

GERMAN

TYPOGRAPHY

SPANISH



#### EDUCATION



**2001 - 2003** IN COMMON LEO IN DIAN TOTOR ELIT

Justo. Parabitur tacet sed non semper tempor ante. fusilli tunc.

**2003 - 2010** JUPITER LOR SCIPER PRECUM SIC PELLentesQUE

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**2014 - 2016** NEGLI UT MAURIS UT UT URNA

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# **Resume Writing-**

**Essentials of Resume :-**

- Highlight skills, knowledge, and expertise
- Concise, easy to read document

**Summary of:**

- Qualification
- Education
- Experience
- Skills

A One page resume is preferred by most employers

An employer will evaluate you as a person while scanning your resume, i.e.:

Neat resume = neat person

- b) Well-organized resume = well-organized person
- c) Error free resume = careful person
- d) Professional appearance = careful & competent person

# **Experience/Internship**

- Job Title
- Company Name City State
- Dates of employment
- Job responsibility/achievement

## **Activities**

- Civic involvement
- Professional or Scholastic Organization membership
- Yours truly
- Name
- Sign
- Date

## **Do's**

- An employer will evaluate you as a person while scanning your resume,  
i.e.:
- Neat resume = neat person
- b) Well-organized resume = well-organized person
- c) Error free resume = careful person
- d) Professional appearance = careful & competent person

## **Don't-**

- Do not include personal information e.g. age, sex, height, weight, marital status, photograph etc.
- Do not use the pronoun "I" or third person pronoun.
- Do not include references, except in unusual situations.
- Do not clutter your resume with non-essential information.
- Do not make any misrepresentations.

# Thank You

Sonia Khubchandani (Assistant Professor, English & Humanities), JECRC, JAIPUR