**Technical Report Writing**

**Assignment 2 – BECSE/BEEG**

**Last Week of Submission: 26/03/2018 to 30/03/2018**

1. Differentiate between News Letters and Magazines. Support Your Answer with the help of example magazines and newsletters.
2. Write example cover letter written to apply for a part-time job.
3. What Is the Difference Between a Resume and a CV?
4. There are several basic types of resumes used to apply for job openings. Depending on your personal circumstances, choose a chronological, a functional, combination, or a targeted resume and write about these types of resume.
5. Write a job application letter that an applicant writes for the post of Sales Executive.
6. Write a request letter to university for sending the detailed course structure, curriculum and admission procedure for the course as these details are not available on the university website as the website gives information about fee structure, duration of course and eligibility criterion for admission.