

## **Instruction:-**

1. You are supposed to write the email based on the course you have opted. eg. if i have opted for **Digital Marketing i will write as a Digital Marketing Specialist**
2. To help you with the Job role we have given a table below for your ease

<b><u>Course</u></b>	<b><u>Job role</u></b>
Data Science	Data Scientist
Digital Marketing	Digital Marketing Specialist
Business Analytics	Business Analyst
Full stack	

3. Make sure it is unique and includes all your details required regarding the job role

## Cold Email Writing

Hello Learners,

As we have completed the classes on Email Writing students now have to go through an exercise of writing a cold email for a Job opportunity.

Consider you are applying for a role of **{“Course Opted”}** at XYZ Corporation. Students can find the JD of the below

Students need to submit their Answers in a document in zip format & need to frame an email properly highlighting their skills, relevance, etc. All the information such as Subject Line, etc. shall be properly mentioned.

Thank you,

**Testbook Skill Academy**

# JD FOR BUSINESS ANALYST

**Job Description:** Business Analyst at XYZ Corporation

**Position:** Business Analyst

**Location:** Bangalore

**Job Type:** Full-Time

**Job Description:**

We are looking for a detail-oriented and analytical Business Analyst to join our team at XYZ

Corporation. The ideal candidate will work closely with various departments to gather, analyze,

and document business requirements. You will play a key role in improving our operational

processes and making data-driven recommendations.

**Responsibilities:**

- Collaborate with stakeholders to understand their business needs and objectives.
- Document and analyze business processes and requirements.
- Conduct data analysis to identify trends, patterns, and areas for improvement.
- Develop reports, dashboards, and presentations to communicate findings.
- Assist in the implementation of business process improvements.

**Requirements:**

- Bachelor's degree in Business, Finance, or related field.
- Proven experience in business analysis or a related role.
- Strong analytical and problem-solving skills.
- Proficiency in data analysis tools and software.
- Excellent communication and interpersonal skills.

# JD FOR Digital Marketing Specialist

## **Job Description: Digital Marketing Specialist at XYZ Corporation**

**Position:** Digital Marketing Specialist

**Location:** Noida

**Job Type:** Full-Time

### **Job Description:**

We are seeking a creative and results-driven Digital Marketing Specialist to join our marketing team XYZ Corporation. The ideal candidate will be responsible for developing and executing digital marketing strategies to drive brand awareness and customer engagement.

### **Responsibilities:**

- Plan and execute digital marketing campaigns across various online platforms.
- Monitor and analyze the performance of digital marketing initiatives.
- Develop and manage content for social media, websites, and email marketing.
- Stay current with digital marketing trends and best practices.
- Collaborate with the marketing team to create compelling digital content.

### **Requirements:**

- Bachelor's degree in Marketing, Communications, or a related field.
- Proven experience in digital marketing, including SEO, SEM, and social media.
- Proficiency in digital marketing tools and analytics platforms.
- Strong writing and content creation skills.
- Creative thinking and the ability to adapt to changing digital trends.

# JD FOR Data Scientist

**Job Description:** Data Scientist at XYZ Analytics

**Position:** Data Scientist

**Location:** Mumbai

**Job Type:** Full-Time

**Job Description:**

We are seeking a highly motivated and skilled Data Scientist to join our team at XYZ Analytics. The ideal candidate will possess a strong background in data analysis, machine learning, and statistical modelling. As a Data Scientist, you will work with cross-functional teams to identify and solve complex business problems using data-driven insights.

**Responsibilities:**

- Collect and analyse large datasets to extract meaningful insights.
- Develop and implement predictive models and machine learning algorithms.
- Collaborate with business stakeholders to understand their needs and provide data-driven solutions.
- Communicate findings to non-technical stakeholders through clear and effective data visualizations and reports.
- Stay current with industry trends and emerging technologies in data science.

**Requirements:**

- Proven experience in data analysis, statistical modeling, and machine learning.
- Proficiency in programming languages such as Python or R.
- Strong analytical and problem-solving skills.
- Excellent communication and teamwork abilities.

# JD For Full Stack Developer

**Job Description:** Fullstack Developer at TechWorks Inc.

**Position:** Fullstack Developer

**Location:** Pune

**Job Type:** Full-Time

## **Job Description:**

We are looking for an experienced Fullstack Developer to join our development team at TechWorks Inc. The ideal candidate will be responsible for designing, coding, testing, and maintaining web applications. You should be proficient in both front-end and back-end technologies and have a passion for creating robust, user-friendly web solutions.

## **Responsibilities:**

- Develop and maintain web applications, including both front-end and back-end development.
- Collaborate with designers and other developers to implement user interfaces.
- Troubleshoot and debug application issues to ensure optimal performance.
- Stay current with web development trends and best practices.
- Participate in code reviews and contribute to the development process.

## **Requirements:**

- Bachelor's degree in Computer Science or a related field.
- Proven experience in fullstack development, including knowledge of programming languages (e.g., JavaScript, Python, PHP), web frameworks, and databases.
- Proficiency in front-end technologies (HTML, CSS, JavaScript) and back-end technologies (Node.js, Ruby on Rails, Django, etc.).
- Strong problem-solving and collaboration skills.
- Strong attention to detail and a passion for creating user-friendly web applications.