

SAMPLE RÉSUMÉS

Sample 3.8.2-A: A Functional Traditional resume

RICHA AGRAWAL

1234, West Street
Delhi -1108761
Telephone:987654321
richa@gmail.com

OBJECTIVE

To get a position as Assistant Editor and to gain further experience in this field

EXPERIENCE SUMMARY

- Handled editing tasks & made suggestions to improve presentation style that brought out a positive effect
- Can efficiently use software related to writing tasks
- Can make writers learn to carry out their work with speed and efficiency

PROFESSIONAL EXPERIENCE

Assistant Editor, July 2012 (till present)

ABC Women's Magazine, Mumbai

- Handled entire proofreading and copyediting important sections of the magazine
- Carried out tasks related to contracting typesetting, printing, and binding
- Prepared and organized art work for book productions
- Supervised the work of freelance writers and other artists

Assistant to the Chief Editor, July 2008 to June 2012

Banaras University, Office of International Programmes for Education

- Handled the editing tasks for proposals, research papers and reports
- Supervised arrangements for seminars and conferences
- Handled editing task for international newsletter
- Handled accounts payable and accounts receivable
- Prepared sales invoice and various shipment related invoice

EDUCATION

Jamnalal Bajaj University, Delhi 2003 - 2008

- Completed Master's Degree in Literature
- Completed Bachelor's Degree in Literature

COMPUTER SKILLS / Hard Skills / Technical Skills

Proficient in the use of the following Computer Languages:

- Frame Maker Adobe illustrator
- Adobe Photoshop Macintosh
- PageMaker MS Word

→ Soft Skills → Communication Skills, Team work, Time management, Leadership Quality

REFERENCES

Will be furnished upon request

SAMPLE COVER LETTERS

Sample 3.9-A : A solicited cover letter in response to advertisement

323 Rajwada Palace
Mt. Batton Road, Mumbai- 12345
March 12, 2014

The Director of Personnel
ICICI Bank , 9 Civil Lines
Nagpur 440045

Subject: Application for the post of Security Officer

Reference: Your advertisement in the "The Times of India" dated 2nd March 2014

Dear Mr. Danee,

The accompanying resume is in response to your advertisement in the "The Times of India" for a Security Officer in your Bank.

I am especially interested in this position because my experience as a senior security professional in the Army has prepared me for a disciplined, secure work environment and the challenges associated with unexpected events. I'm looking forward to using my 15 years experience for enhancing the security of a growing and community-conscious bank.

I would appreciate an opportunity to meet you to discuss how my experience can best meet your needs. My ideas on how to improve your bank's security posture may be of particular interest to you. Therefore, I will call your office on the morning of March 15 to inquire if a meeting can be scheduled at a convenient time.

I look forward to meeting you.

Sincerely yours,
Jagat Pratap

Job Application Letter

Renu Sharma
Desh Bandhu Road,
Nagpur - 440002

Date: - November 4, 2023

To
The HR Manager
123 Central Avenue
MGM Road
Delhi - 110005

Subject: - Job Application letter for

Dear Sir / Madam,

I am writing in response to your advertisement in "The Hindu Times" dated November 3, 2023. I studied journalism at Queen Mary's College, Nagpur.

I consider myself as the ideal candidate as I have all the relevant experience. In my present job I am in charge of Eastern Europe publications for Intertec Publishing. Before this I worked for BBC world service.

I am an enthusiastic and hard-working person. I am good at organizing people & can meet ^{the} deadlines given.

Hoping for your positive response.

Thanking You in anticipation

Yours sincerely

Renu Sharma -

(Sign)