

## For the post of Software Engineer – Letter Writing Model

Place:

Date:

From

To

Dear Sir,

Sub: Application for the post of Software Engineer – reg.

With reference to your advertisement in *The Hindustan Times* dated 2<sup>nd</sup> December 2022 for the post of Software Engineer, I felt it was just the kind of post which I have been looking for. I have been seeking just an opportunity like this, and I think my background and your requirements may be a good match. I enclose my resume as a first step in exploring the possibilities of employment with Cisco Private Limited.

I have worked as a project trainee in Satyam Computer Services Limited for the past six months. I was involved in developing a graphical user interface for Metadata Management System. So, I have hands-on – experience in Java Swing, Java Security and Oracle.

As a Software Engineer in your organization, I assure you that I will work hard for the improvement of your company. Furthermore, I work well with others. Thank you for your consideration.

Thank you

Yours faithfully,

Signature

Name

Encl: Resume.

## RESUME

Name

Mail Id:

Mobile Number:

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### Objective

To associate myself with an organization that provides a challenging job and an opportunity to prove innovative skills and diligent work. To be involved in providing software solutions to enhance network security.

### Professional Experience

Project Trainee (July 2019 – December 2019)

System Computer Service Ltd, Hyderabad

Project: Metadata Management System

### Responsibilities

- Designed a database in Oracle to hold metadata.
- Designed an appropriate graphical user interface for the system.

### Courses Done

Network Security

Computer Networks

Network Programming

Telecommunication Switching Systems and Communication

### Educational Background

Sl. No	Degree of Examination	Year of Passing	Grade/Percentage	Name of the Institution

### Co-Curricular Activities:

### Extra-Curricular Activities:

### Personal Details

Date of Birth:

Marital Status:

Languages Known:

Address for Communication:

References:

- 1.
- 2.

I, \_\_\_\_\_, solemnly declare that the particulars furnished above are true and correct to the best of my knowledge and faith. I promise that I am aware if any of the information furnished above is found to be wrong, I may have to withdraw my application.

Place :

Date :

Name:

APR