



Application for Job / Job Letter

Definition- A Job letter is a document/letter you send to employer in response to a Job Advertisement, with your Resume/Bio data/ Curriculum Vitae to provide info. on your academics, skills & experience.

Marking Scheme – 5/6 Marks :- Format:-1 Mark , Content:- 2/3 Marks , Expression:- 2Marks

Format 1. sender's address, 4. subject / heading, 2. date, 5. salutation, 3. receiver's address, 6. Complimentary close.	1 Mark
Content	2/3 Marks
Expression 1. grammatical accuracy, appropriate words and spelling {1} 2. coherence and relevance of ideas and style {1}	2 Marks

General Instruction/ Points to remember while writing Job letter-

- # Write the letter in full block format (i.e., to the left). Do not mix up old format and the new one
- # Presentation is very important so keep it neat and clean.
- # Leave adequate number of lines /additional space between paragraphs to make it look clean.
- # Never write in one go. Make sure you follow the right format and make paragraphs.
- # Make sure you double check for grammatical accuracy and spellings, as they carry marks.
- # It may be strongly stated, but always be courteous and use polite language and pleasant tone.
- # The language should be simple, straight forward and to the point.
- # Informal expressions, greetings or contracted/short forms of words should not be used.
- # Try not to exceed the prescribed word limit of 150-200 words.
- # You can underline the main points after finishing your exam using a pencil and scale.
- # Never mention any of your personal details, i.e., name, school name or address.
- # Applications for jobs are written in a very formal, precise and to-the-point manner.
- # It is essential to avoid bragging in the forwarding/ covering letter.
- # A bio data or curriculum vitae is written in a standardized format
- # Read a lot of letters to get a perfect and better idea. It means practise a lot.

Job Letter is usually written in two parts/sections –

The Covering Letter

Bio Data / Resume / CV

The Covering Letter

@ Covering Letter should be written in the format of formal letter.

@ After Salutation, Main Body should be written in the following three parts-

Para 1st /Introduction- As the Introduction of Main Body, mention the information source of Job Vacancy for which you are applying / interested to apply.

Samples -

Ex 1- With reference to your informative advertisement published in The Times of India, dated 25th August 2020 inviting applications for the post/position of Sales Manager, I hereby offer my candidature for the same.

Ex 2- In response to your job requirement on (Portal Name) for the role of (post name). I wish to offer my services for the same.

Ex 3- This is regarding your advertisement published (source name) regarding the vacancy for (the post name). I would be glad to apply for the role.

Ex 4- Having come across/seen your advertisement in {Portal Name} for the prestigious position of (post name) at your esteemed firm. I wish to be considered for the position mentioned above.

Ex5 – Referring to your advertisement published in the (Source name), dated 23rd August 2020 requiring young & dedicated (post) I wish to apply for the same.

Para 2/ Main Body – In this para write down educational & professional qualifications, qualities, present working status briefly and how you feel about applying for the post. Use one of the given examples --

Ex I-Highly dynamic and devoted to the work, I have good command over English, Hindi & French and possess fine communication skills.

Ex II – I, energetic and highly motivated to the position, have passed my (Degree/Course) from (University name) securing 78% . I have pleasing personality with adeptness in English & Hindi.

Ex- III- I am a very enthusiastic and self motivated worker who strives to achieve nothing less than the best. Having pursued (Degree) from (University) , I have worked at reputed (Name of Organisation) for 5 years.

He

Ex- IV I am a young and competitive engineering post graduate in (Subject) from (College/University) . I have efficiently worked at esteemed (Institute) for 3 years. I wish to work in a renowned firm like yours and support the advance of your organisation as well as my career advancement.

Ex-V- Graduated from a reputable college, I have been the part of a great research programme (Details of RP). I am fully confident that my qualifications and skills, mentioned below, match your requirements well.

Ex- VI - I am confident that I have the skills to excel at your dynamic organisation. I have always dreamed of being a part of your company due to the development opportunities you provide. I request you to give me an opportunity to learn and grow at your esteemed firm through this job role.

Para3/Conclusion- Make a reference to the attachments and a will to attend the interview and next stages for the selection. And finish the letter with a promising and positive note. You can choose one of these expressions-

Ex- 1 I am attaching/enclosing testimonials and Bio Data to enable you to assess my suitability/worthiness for the given post/position/role. Provided my application is considered, I am available for the interview at your convenience.

Hoping for the best & positive response from your side.

Ex- 2 Herewith I have enclosed my testimonials and CV for the next procedure of selection. If chosen, I will definitely prove myself to be worthy of the post. Looking forward to a positive response.

Ex- 3 In case I got selected, I assure you that I will work with utmost dedication, devotion and sincerity to your full satisfaction. Looking forward to hearing from you.

Ex- 4 - I have attached my CV with attested copies of my certificates for your reference. Please have a look at it. I hope to get a interview call. Thank you for considering my application for the role.

Ex- 5 Working at your esteemed organisation is the dream of every person. I will be grateful becoming the part and parcel of your reputed firm. With my experience and skills, I will surely be able to add value to your company/organisation. Please refer to the attached CV and attested documents for more information.

Kindly feel free to contact me for further discussions/ procedure.

Ex- 6 I have attached my resume for your consideration, and request you to consider my application for the role. If you find it suitable, please feel free to contact me at the below mentioned contact details. Hoping for the positive response.

Ex- 7 - Attached herewith is my brief resume. I would be grateful if I am considered for the above-mentioned post in your reputed firm.

I look forward to attending an interview at your earliest convenience.

HB

Ex- 8 I attach herewith attested copies of my certificates and my bio-data. If given a chance, I may assure you, sir, that I shall spare no pains in the discharge of my duty honestly and devotedly. I will certainly win the confidence of my superiors.

Ex- 9 Thank you for taking the time to review my resume. I truly believe that my past experience and education would make me a valuable asset for your organization.

Ex- 10 I think that my background and skill sets have prepared me to be a successful contributing team member in this type of environment and for an organization exactly like yours. Thank you so much for your time and consideration.

Ex-11 I know I can bring value to your organization and would love the chance to discuss how my experience and skills can contribute to growth or success at (company name). Thank you for taking time to review my application.

Ex- 12 I appreciate your time and consideration and hope that my skills and experience align with your needs.

Ex- 13 Thank you for considering my application. I hope to bring my expertise and past experience to an organization, like yours, where I can contribute to growth and success.

❖ *End the body with Best Regards/ Regards/ Thanking You / Thanks and writing this one-*

Thanks

Yours faithfully

Signature{Optional}

(Name of Applicant) if it is signed put it in bracket otherwise without bracket.

❖ *At the end of covering letter add the head- Enclosures/ Attachments and list the attached documents.*

For Example-

Enclosures-

- **Bio-data**
- **Testimonials**
- **References**

HP

Bio Data

Using the head of BIO-DATA/ RESUME/ CURRICULUM VITAE at centre write it in four parts

- ❖ **Personal Details** – Using an appropriate layout and headings put down all personal information starting with the Name & ending with Language Known/skills/achievements.

For Ex-

RESUME

Name- Rohan Sharma
Father's Name- Ugma Shankar Sharma
DOB- 7 July 1994
Gender- Male
Nationality- Indian
Marital Status- Single/Unmarried
Mobile Number- 9414455565
E-mail Id- rsharma94@gamil.com
Address- 456/CBA, Thomas Road, Udaipur
Hobbies/Cherished Pastime- Writing Science Fiction & Surfing
Skills- Basic Computer & Java++
Languages Known- Hindi, English & Spanish
Achievements - Gold Medal at State level Tennis

- ❖ **Educational Qualifications**–It should be written in tabular form with these heads.

For Ex-

Educational/Academic Qualifications-

SR NO	EXAMINATION	BOARD/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE
1.	M.A.	MDS University, Ajmer	2016	76.5%
2.	B.A.	Rajasthan College, Jaipur	2014	83%
3.	AISSCE	CBSE	2011	91%

- ❖ **Job Experience**– Mention the working experience from latest to the oldest with duration, working place and designation.

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For Ex-

Working Experience-

- Working with/at (Institute) as (Designation) for (Duration)
- Worked at (Working Place) as (Post Name) for 5 years.

❖ **References** – Mention two names of great, well known and job related personalities with their Name, Designation & Working Place.

For Ex-

- Mr. Rajiv Mathur, Principal ,
RTP School, Gurdas Nagar, Delhi
- Mrs. Urmila Samatiya
Head of Department: Geography
Rajasthan University, Jaipur

❖ **Declaration**– In this part you declare that all the details is true and correct. You can avoid this. Its up to you to use this head or not.

Use one of these following expressions-

Ex- 1 "I solemnly declare that particulars of information and facts in the resume are complete and correct and I take full responsibility for the accuracy of the information."

Ex-2 I do hereby declare that all the details mentioned above are correct to the best of my knowledge and confidence. I bear the responsibility for any error or mistake in the future."

Ex- 3 "I sincerely proclaim that all the particulars mentioned above are true to my belief and I am accountable for its accuracy."

Ex- 4 "It is hereby declared that all the particulars mentioned above are correct and true to the best of my cognizance and belief."

After declaration mention date and place at LHS and signature and Name(In Bracket) at RHS .

For Ex-

Date-30 August 2020
Place-Indawar, Merta City

Rohan Sharma (Signature)
(ROHAN SHARMA)

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Practise Questions for Job Letter

Question-

Bal Vidya Public School, Bhilai, urgently requires a post-graduate teacher to teach political science for which they have placed an advertisement in The Bhilai Express. You are Sanjay/Sanjana Sharma from 21, Vasant Marg, Bhilai. Draft a letter including a CV/Bio-data, applying for the advertised post.(120 - 150 words)

Solution-

21, Vasant Marg
Bhilai

01 March, 20XX

The Principal
Bal Vidya Public School
Bhilai

Subject- Application for the post of a post-graduate teacher.

Sir/Madam

In response to your advertisement in The Bhilai Express, dated February 25, 20XX for the post of a political science teacher in your renowned school, I wish to offer my candidature.

I am enclosing a copy of my bio-data for your perusal and kind consideration. I am available for the interview on any day of your convenience. If given a chance to serve you, I assure you that I shall work with utmost sincerity and dedication up to your satisfaction.

Thank you

Yours faithfully
Sanjay

Enclosures:-

Bio-data

Testimonials

HB

BIO- DATA

NAME- Sanjay
FATHER's NAME- Mithun Sharma
DATE OF BIRTH- 25 July, 1988
ADDRESS- 21, Vasant Marg, Bhilai
PHONE- 98100XXXXX
E-MAIL- sanjsharma@gmail.com
MARITAL STATUS- single
AGE- 28 years
NATIONALITY- Indian
HOBBIES- Reading & Gardening
LANGUAGES KNOWN- Hindi & English

@ ACADEMIC QUALIFICATIONS-

SN	EXAMINATION	BOARD/ UNIVERSITY	YEAR	PERCENTAGE
1.	10+2	CBSE	2005	78%
2.	B.A	ADG College	2008	75%
3.	B.Ed.	Bhilai University	2009	82%
4.	M.A. in Political Sc.	Bhilai University	2011	69.5%

@ Experience -

have been teaching at Kanha Public School Akbar Nagar as PGT for 5 yrs.
worked at TPS Bhilai as TGT for 4 years.

@ References-

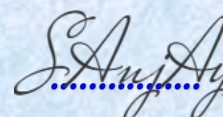
Mr. Vijay Mathur, Principal
D.A.V. School, Gurudwara Rd., Delhi

Mr. Satish Ohri
HOD Political Science
Rajasthan University, Jaipur

@ Declaration - I sincerely proclaim that all the particulars mentioned above are true to my belief and I am accountable for its accuracy.

Date- 01/03/2020

Place- Bhilai



(SANJAY)



Question-

You are Gaurav / Garima 45, Chandan Nagar Jaipur. You have come across an advertisement in local newspaper for the post of Sales Manager in STP Automobile Company, Malviya Nagar, Jaipur. Apply for this position with Resume. You may address you application to The Director of the organisation.

Answer-

45, Chandan Nagar,
Jaipur.

23rd March 20XX

The Director,
STP Automobile Company,
Malviya Nagar, Jaipur

Subject: Application for Manager Sales.

Dear Sir / Madam,

With reference to the advertisement published in a newspaper on 21st March, 20XX, I submit my candidature for the post of Manager Sales in your organisation.

I completed my MBA in marketing and sales from Jaipur Institute of Management in 20XX. I have an experience of about five years for working as Assistant Manager Sales in PQR Auto Venture, Jaipur.

I would like to submit that during my tenure with my current organisation sales have increased by about 5% every year. I have letter of appreciation from several customers for quickly resolving their queries. I am quite interested in joining your organisation.

My bio-data is enclosed with this application for your kind consideration. I assure you that I will do my best to serve the organisation.

Thanking you

Yours truly
Garima

Attachments –

Passport Size Photos

Bio Data

Attested Photocopies of Certificates

References

RESUME

- | | |
|-------------------------|---------------------------|
| 1. Name: | Miss Garima Sharma |
| 2. Father's Name: | PK Sharma |
| 3. Date of birth / Age: | 23rd Dec 19XX / 28 Yrs |
| 4. Address: | 45, Chandan Nagar, Jaipur |
| 5. Mobile No- | 9799XXXXXX |
| 10. Languages known: | Hindi and English |
| 11. Hobbies: | Painting and music |

Educational Qualifications

S.N.	Exam	Board/Varsity	Year	Marks / CGPA
1	Secondary	Raj. State Board	20XX	87%
2	Sr Secondary	CBSE	20XX	9
3	B.A.	Raj University	20XX	79%
4	MBA	Jaipur Institute of Management	20XX	7

Professional Qualifications-

@ One month certification course in Team Building

@ Two week course on Customer Centricity

Previous Experience- @ PQR Auto Venture, Jaipur for five years.

References-

Mr PM Sharma Principal, Jaipur Institute of Management

Mr J Srikant, General Manager PQR Auto Venture

I solemnly declare that particulars of information and facts in the resume are complete and correct and I take full responsibility for the accuracy of the information.


(GARIMA)

Date-23/03/2020

Place-Jaipur

Question

You are Ashish/Nimmi Dhar B – 94 Fort Road, Jamrhu. You have read the advertisement given below. You are qualified for the job. Write an application in 120 – 150 words along with CV.

India Chemical Industries, Delhi Requires Accounts Officers Qualification : BCom. Experience : Minimum 4 years Job requirement : Maintaining books of accounts, preparation of Balance Sheet, etc. Salary : Best in the industry Apply to : Managing Director, ICI, B – 12 Barakhamba Road, New Delhi

Answer:

B – 94 Fort Road
Jammu XXXXXX

22 March 2017

The Managing Director(ICI)
B – 12 Barakhamba Road
New Delhi 110XXX

Subject: Application for the post of Accounts Officer.

Dear Sir,

This is in response to your advertisement in The Times of India of 21 March. I wish to apply for the same as I have the requisite qualification and experience.

My resume is enclosed herewith for your kind perusal and consideration. I can assure you that if selected, I shall prove to be an asset to your company.

With Best Regards

Yours faithfully
NimmiDhar

Enclosures-

- # Resume
- # Testimonials
- # References

CURRICULUM VITAE

Name : Nimmi Dhar

Mother's Name : Sheela Dhar

Father's Name : Ashok Dhar

Date of Birth : 10th April 1990

Sex : Female

Marital Status : Married

Permanent Address : B – 94, Fort Road. Jammu

Address for Correspondence : C2/8 Janak Pun, New Delhi 1100XX

Educational Qualifications : B. Corn (Hons), Kalinga University, Jammu

Job Experience:- 5 years in Alcove Chemical Industries New Delhi

References:-

@ Ranvir Mehta, in charge, Accounts Division, Alcove Chemical Ind. New Delhi

@ Mohan Tuneja, Manager & Director, Life Long Pvt. Ltd. New Delhi

Declaration:- It is hereby declared that all the particulars mentioned above are correct and true to the best of my cognizance and belief.

Date- 10/07/2020

Place- New Delhi

Nimmi Dhar
(Nimmi Dhar)

DR

Question

Sunshine Public School, Pune requires two sports coaches (one male and one female). Each should be a degree holder in physical education as well as a SAI certified coach in athletics. You have seen their advertisement and you know that you have these qualifications. Write an application in 120 - 150 words along with your resumé. You are Praveen/Praveena, M - 114, Najafgarh, Delhi.

Answer-

M114
Najafgarh
Delhi

12 April 20XX

The Principal
Sunshine Public School
Pune

JOB APPLICATION FOR THE POST OF AN ATHLETICS' A COACH

Dear Sir

It is in response to your advertisement in the Times of India dated 11 April, for the post of a male and a female coach.

I find myself very suitable for the same as I have not only a degree in physical education but am also a certified coach in athletics from the Sports Authority of India (SAI) having an experience of 5 years.

I am enclosing my resume for your perusal. I assure you that if selected, shall prove to be an asset to your school.

Yours faithfully

Praveena

Encl-

Resume

Testimonials

RESUME

Name: Praveena
Mother's name: Sunita Kumari
Father's name: Prabodh Mal
Gender: Female
Date of Birth: 30 April 1986
Marital Status: Married
Address: M 114 Najafgarh, Delhi
Hobbies: Poetry & Painting
Educational Qualifications: BA (physical education) and
certified SM coach in athletics

Job Experience:

@ 5 years in Petal Public School, Najafgarh
@ At present working at David Sr. Sec. School, Noida

References:

@ Mr. Deb (Principal)
SBS School, Najafgarh
@ Mr. Vimal Sharma, Director
David Sr. Sec. School, Noida

I sincerely proclaim that all the particulars mentioned above are true
to my belief and I am accountable for its accuracy.

Praveena

05/07/2020
(PRAVEENA)

Question

You are Varun/Vandana, a resident of C-334 SB Road, Jaipur. Write a job letter to WRC Pvt. Ltd. for the post of Business Development Manager with complete Bio- data after coming across an advertisement in The Times of India for the same.

Answer-

C-334 SB Road
Jaipur

June 15, 2020

The Manager
WRC Pvt. Ltd.
Jaipur

Subject- Job Application for the Post of Business Development.

Manager

Dear Sir/Ma'am

With reference to your advertisement in The Times of India dated 7th June 2020 inviting applications for the position of Business Development Manager, I hereby offer my candidature for the same.

Regarding to my qualifications and experience, I have completed my MBA from Bhagwant University, Jaipur and have worked as an Assistant Manager for 3 years with Aakash & Sons Firm, Jaipur.

I am enclosing attested copies of my certificates and bio-data to enable you to assess my suitability for the given post. In case my application is considered, I will be available for the interview at your ease and convenience.

If selected, I assure you that I will work with dedication and sincerity to your full contentment and growth of your esteemed firm. Looking forward to an early & positive and response.

With Regards

Yours faithfully
Varun

Enclosures-

@ Bio - data

@Testimonials

@ References

BIO-DATA

NAME	VARUN
FATHER'S NAME	SHANTU KUMAR
DOB	03 March 1985
GENDER	Male
NATIONALITY	Indian
MARITAL STATUS	Married
MOBILE NUMBER	8890XXXXXX
EMAIL ID	varun85@gmail.com
ADDRESS	C-334 SB Road, Jaipur
HOBBIES	Surfing & Gardening
SKILLS	Java++ & Multi Tasking
LANGUAGES KNOWN	Hindi, English & French

Academic Qualifications-

SN	EXAMINATION	BOARD/UNIVERSITY	PASSING YEAR	PERCENTAGE
1	MBA	Bhagwant University	2009	72.5%
2	B.Com(Hons)	DB College, Jaipur	2007	76%
3	AISSE	CBSE	2004	88.68%
4	AISSE	CBSE	2002	91%

Work Experience –

@Worked at Aakash & Sons Firm, Jaipur for 3 yrs.

@ have been working at Sohan Pvt. Ltd, Chaura Rasta, Jaipur for 6 years.

References- \$ Mr. Umashankar Deo, Professor, Bhagwant University, Jaipur
\$ Mr. Amol Patel, Manager, Axis Bank, Moti Dungari, Jaipur

Declaration- I do hereby declare that all the details mentioned above are correct to the best of my knowledge and confidence. I bear the responsibility for any error or mistake in the future.

Date- 15 June 2020

Place- Jaipur

Varun
(VARUN)

22 A

Pretoria

22 January 2020

The Manager

Human Resource Centre

Apex Communications

Port Elizabeth

Subject-Application for the post of Marketing Executive

Sir/Madam

This is with reference to your advertisement -Ref. No- K34/6486, dated 21 January 2019 in The Sunday Times, to apply for the post of a Marketing Executive.

Working at your esteemed organisation is the dream of every person. I will be grateful becoming the part and parcel of your reputed firm. With my experience and skills, I will surely be able to add value to your company/ organisation. Please refer to the attached CV and attested documents for more information.

Looking forward to a favourable response.

Thanks

Yours faithfully

William Taylor

Attachments-

Curriculum Vitae

Testimonials

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CURRICULUM VITAE

NAME : William Taylor
GENDER : Male
DATE OF BIRTH : 08/12/1987
MARITAL STATUS : Married
PHONE NO : 05742-233698
E-MAIL ID : rtwillaim@rediffmail.com
ADDRESS : 22 A Pretoria
HOBBIES : Trekking & Swimming
SKILLS : Communication Skill & Python
LANGUAGES KNOWN : English, Swahili & Spanish
ACHIEVEMENTS : Won district level Tennis Chm.

Scholastic Qualifications

Examination	Board/ Varsity	Passing Year	Percentage /Division
MBA	University of Pretoria	2015	First
B.Com	JLN College, Cape Town	2013	89%
Grade 12	ICSE	2010	93.5%

Experience- @ worked as Asst. Manager for 3 yrs.

@ working as Asst. Marketing Executive at Kimberly
Company for 2 years

References -

@ Charlie Brown

Director

Angel School, Durban

E-mail:- charlie00@gamil.com

@ Thomas Jacks

Managing Director

TBS Pvt. Ltd., Cape Town

William Taylor (Signature)
(WILLIAM TAYLOR)

WJR