

RESUME AND COVER LETTER

EXERCISES



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EXERCISE 1

- Write a letter of application with resume to apply for the post of System Analyst in UST Global, Technopark, Thiruvananthapuram with reference to the advertisement published *The Hindu* dated 16/3/2019.



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SAMPLE LETTER

Name

Address

Date

Name

Address

Sub: Application for the post of System Analyst



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Dear Sir/Madam,

*With reference to the advertisement published in *The Hindu* dated 16/3/2019, I would like to place before you, my application for the position of System Analyst within your organization. I have my bachelor's degree in Computer Science and six years of experience working in the technical field.*



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My experience includes web development and working with networking systems. Throughout my career, I have had the opportunity to design and implement software and IT systems solutions that have delivered significant impacts to clients worldwide. I have a strong background in server management, systems integration, and client management.



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I possess strong leadership and architectural skills and wide breadth of technical knowledge regarding data centre management, disaster recovery operations, software applications development, enterprise technology, and large scale, global IT programme management. Though team-oriented, I also have the ability to successfully work independently, whichever the situation may require.



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I am confident that my self-motivation, ability to prioritize and meet deadlines combined with my flexible schedule, will prove to be a great asset to the team at UST Global. I would welcome an opportunity to meet with you to discuss my qualifications and the specifics of this position in details. You may contact me anytime during the weekdays in order to schedule an appointment for an interview.



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Thanking you.

Sincerely,

Signature

Name

Enclosure: Resume



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RESUME

Name

- Address
- Job objective:
- Work experience / Employment history:
- Education:
- Honours and activities:
- Leadership skills:
- References



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5. Read the following internship notification by a company in Bangalore. (a) Prepare a formal email to apply for the internship. (b) Also, write a resume that includes your personal details, career objective, educational qualifications, professional skills, experience, achievements, extra-curricular activities and references.

(2x4= 8 marks)

Email

Tata Consultancy Services Pvt Ltd, J.P. Nagar, Bengaluru

Applications are invited from BTech students (all branches) for a 2 month-internship in our Bengaluru office, starting 15 May 2019. Candidates will be required to assist our research teams in developing interactive learning softwares in various branches of engineering. A monthly stipend of INR 20000 will be provided with shared hostel accommodation. TCS reserves the right to give preferential treatment to successful candidates in future recruitments, based on the feedback from their supervisors.



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Send your application and resume to summerinterns@tcs.co.in on or before 13

COVER LETTER

- Appropriate salutation: Dear Sir/Madam, Sir/Madam- 0.5 mark
- Subject line- 0.5 mark
- Body- Introduction, Elaboration, Conclusion- 2.25 mark
- Thank you- 0.25 mark
- Yours sincerely/faithfully/truly- 0.25 mark
- Full name- 0.25 mark



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Resume

Necessary personal details- 0.5 mark

Appropriate career objective- 0.5 mark

Details of educational qualifications from 10th and/or 12th till final year BTech- 0.5 mark

Relevant professional skills including programmes, and/or softwares known- 0.5 mark

Relevant experience, including internships, academic activities, conferences, seminars, summer schools etc.- 0.5 mark

Academic achievements- 0.5 mark

Extra-curricular activities- 0.5 mark

References, at least 2- 0.5 mark



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PREVIOUS SEMESTER QUESTION:

- Q. (A) you are nishant kamble/jasmine ali, final year btech/barch/MCA student in NIT calicut. Write an application letter to the HR manager of a firm in calicut for a 15-day internship in december. (B) also, write a resume that includes your personal details, career objective, educational qualifications, professional skills, experience, achievements, extra-curricular activities and references. (1x8= 8 marks)



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- Necessary personal details- 0.5 mark
- Appropriate career objective- 0.5 mark
- Details of educational qualifications from 10th and/or 12th till final year btech/barch/MCA- 0.5 mark
- Relevant professional skills including programmes, and/or softwares known- 0.5 mark
- Relevant experience, including internships, academic activities, conferences, seminars, summer schools etc.- 0.5 mark
- Academic achievements- 0.5 mark
- Extra-curricular activities- 0.5 mark
- References, at least 2- 0.5 mark



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- Appropriate salutation- 0.25 mark
- Appropriate subject line- 0.25 mark
- Introductory paragraph that mentions why the letter is being sent- 1 mark
- Elaboration on the importance of this internship and the relevance of the firm- 1 mark
- Conclusion, reiterating the request- 1 mark
- Thank you- 0.25 mark
- Yours sincerely/faithfully/truly with name- 0.25 mark



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EXERCISE 2

- Assume you have the requisite credentials. Write a resume for the post of Software Engineer in Infosys, Bangalore.



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