

Nadeem's Handbook

Sample E-mails, Short Reports & Cover Letters

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1. A few situations of Senior Research Assistant at University of Central Punjab are lying vacant. Write a letter of application to the HR Manager of University of Central Punjab, Lahore offering your services for one the vacant situations of Senior Research Assistants.

House # F/66,

Muslim Bazar, ABC (City)

September 26, 2017

HR Manager

University of Central Punjab

Main Campus, Lahore

Subject: Request for Appointment as Senior Research Assistant

I am writing in response to your Advertisement published in the English Newspaper, 'The Dawn' in which you have invited applications for the vacant situations of Senior Research Assistant. I offer my services for one of the aforementioned posts.

I have served in two very well-reputed institutes of the country as Research Assistant for more than three years. My experience is quite relevant to the requirements you have mentioned in the advertisement. I have won many laurels not only for myself but for my supervisors and the institutes I have served.

I am a very devoted and dedicated worker. I don't believe in wasting time as time is money. I have a good sense of professionalism and I believe in giving hundred percent for whatever task I am assigned. I assure you, Sir, if I am given a chance to serve your esteemed institute, I shall try my level best to come up to your expectations.

For detailed view of my academic record experience and skills, you may have a look at the attached resume. Bearing in mind record, skills and experience, it is positively hoped that I may be given a chance to appear in front of the syndicate to prove my assertions personally.

It is submitted for your kind consideration and necessary action, please.

Very sincerely yours,

X.Y.Z

2. A well-reputed Organization (Friends & Co.) requires Assistant Manager (Procurement). You are advised to write down an application to the Chief Executive Officer, Friends & Co (Pvt.) Limited, ABC, offering your services for the above given post. You are also advised to portray yourself in the Cover Letter as a suitable candidate for the vacant post highlighting your relevant experience and expertise.

House # F/66,

Muslim Bazar, ABC (City)

September 26, 2017

The Chief Executive Officer

Friends & Co (Pvt.) Limited

Karachi

Subject: Request for Appointment as Assistant Manager (Procurement)

Dear Sir/M'am,

I have come to know through reliable sources that a post of Assistant Manager (Procurement) is lying vacant under your kind control. I offer my services for the given post. I easily meet the criterion you have set for the said post and have got relevant experience also. In the light of my academic performance, experience and efficiency, I consider myself a suitable candidate for the vacant situation.

I have an experience of 1 ½ years of serving at a very well-reputed firm as Assistant Manager (Admin & Procurement). I have the habit of working very hard and take my responsibilities very seriously. It has been my ruling passion since long to become an integral part of the esteemed organization like yours to utilize my ability and talent very positively.

I assure you, Sir/M'am, if I am given a chance to serve under your august patronage, I shall try my level best to prove my worth through commitment, devotion and efficiency. I will try to win laurels not only for myself but for your organization also.

I do hope that I will be given a chance to appear in front of the selection board at the earliest moment of your convenience. I will avail this opportunity to prove my ability to the jury. My updated CV is attached herewith to provide you with the detailed pen picture of myself.

It is submitted for your kind consideration and necessary action, please.

Very sincerely yours,

X.Y.Z.

3. You are serving as President in the Literary and Debating Society of your University. You are advised to write down an email to the Patron of your Society highlighting the problems you are facing as President.

From: President@university.edu.pk
To: Patron@university.edu.pk
CC:
Bcc:
Subject: Glaring Issues at LDS
<p>Dear Sir,</p> <p>I am writing this mail to inform you about some serious issues I have been facing for the last few months. These issues have badly affected the performance of our society and have created a very bad image of our Society. There are multiple reasons and most of the problems have been created by the non-professional approach of our Executive Team.</p> <p>General Secretary has a very non-serious approach. He rarely comes to the University and most of the time takes least interest in the events. Event Managers have never bothered to ensure their presence during any event of Literary and Debating Society. I haven't seen Treasurer for the last 3 weeks and he seems to be least interest in his work.</p> <p>Some of the members have also been creating problems for those who are keen to work and want to do something for LDS. They make fun of them and advise them not to do anything. This situation is quite heart-rending and needs your interference to settle the issues. There are some administrative issues also. Finance Department is also quite non-cooperative and raises meaningless queries all the time. There are some logistical issues also and I have already mailed the concerned department requesting to resolve the issues, but haven't got encouraging response yet.</p> <p>You are humbly requested to look into the matter personally and resolve the issues and talk to the heads of the aforementioned departments. I strongly suggest that we should change our team and should induct those students who really mean business.</p> <p>Kind regards,</p> <p>XYZ</p> <p>President</p> <p>University LDS</p>

4. Write an email to the Controller of Examination complaining that your paper of Technical Report Writing and Presentation Skills was not marked properly and it should be remarked.

From: President@university.edu.pk
To: Patron@university.edu.pk
CC: Registrar@university.edu.pk
Bcc:
<p>Dear Sir,</p> <p>I am writing this mail to register my concern about my marks in Technical Report Writing and Presentation Skills. I am completely dissatisfied and utterly disappointed with the marks I got in the paper.</p> <p>Mr. MIN taught us this course and there is a strong possibility that he left some of my answers unmarked. It is humbly stated that the teacher should be requested to recheck my paper. It is also requested that I should also be shown my paper, so that I may know which blunders deprived me of my marks.</p> <p>I am not blaming the teacher for biased attitude, but I firmly believe that a mistake has been committed in marking of my paper. My concern is quite genuine, and I was expecting very high marks in the paper. You are requested to look into the matter personally and resolve the issue as early as possible.</p> <p>It is submitted for your kind consideration and necessary action, please.</p> <p>Very sincerely yours,</p> <p>XYZ</p> <p>2nd Year</p> <p>BSc (CS)</p>

5. Write an e-mail to the HoDs informing them that Vice Chancellor wants to meet them to discuss academic performance of Final Year students.

To:	HoDs@LearnersIn.edu.pk
Cc:	Coe@LearnersIn.edu.pk
Bcc:	
Subject:	Meeting with VC to Discuss Academics of Final Year Students
<p>Dear Sirs,</p> <p>I am writing this mail to inform you that Vice Chancellor wants to have a meeting with you on October 09, 2017 at 11 a.m. to discuss the Academic Progress/Performance of the Final Year students of B.Sc. (EE) and B.Sc. (CS). The meeting will be conducted in the Meeting Room. You are requested to adjust your scheduled engagements to ensure your presence in the aforementioned meeting.</p> <p>The VC has directed me to inform you to bring some of the hard and soft copies of the proposals of the students for their FYPs. You are also requested to bring their updated status of attendance. It is also advisable to bring some of the marked copies of the tests/quizzes of the students.</p> <p>The recent concerns and issues of the students may also be discussed. Your suggestions to improve the academics of the students will highly be appreciated.</p> <p>If there is any query, please feel free to ask.</p> <p>Kind regards,</p> <p>XYZ</p> <p>PA to VC</p> <p>LearnersIn</p> <p>ABC</p> <p>+92.....</p>	

6. As a CR of the class, write an email to your English Teacher requesting him to extend the deadline of the Part-A of the Semester Assignment of Tech Writing & Presentation Skills. Give the valid reasons for that.

To:	Teacher.english@University.edu.pk
Cc:	Coe@LearnersIn.edu.pk
Bcc:	
Subject:	Request for Deadline of Part-A of Semester Assignment
<p>Dear Sir,</p> <p>I am writing this mail on behalf of all the classmates.</p> <p>These days, we are having a nerve-wracking schedule and every second day we have to meet deadlines or have to appear in tests or quizzes. Our mid-term is also quite at hand and class is busy in preparations for the exam.</p> <p>We have to submit Technical Report which is Part-A of the Semester Assignment on October 09, 2017. It is really a tough task and quite time-consuming. The whole class has been trying its level best to complete it till deadline, but it seems quite improbable. We still have to cover different aspects of the topic to take it to the level you are expecting from us.</p> <p>Therefore, you are humbly requested to extend the deadline till October 13, 2017. We shall highly be obliged for this kind favour.</p> <p>Kind regards,</p> <p>XYZ</p> <p>ABC</p> <p>+92.....</p>	

7. Suppose you are serving in Civil Hospital of your city as Manager (Logistics & Care) and for the last few months patients have been raising voice against lack of facilities and medicines. You are requested to write a short report of about 250-300 words highlighting the reasons for the sad situation and give your recommendations to improve the situation and submit it to Medical Superintendent of your hospital.

To: **The Medical Superintendent**

Civil Hospital, ABC (City)

From: **XYZ**

Manager (Logistics & Care)

DHQ, ABC

Subject: **Inquiry Report against Irregularities at Hospital**

Dear Sir,

On your kind advice, I looked into the matter keenly and carefully and as a result of my inquiry, some very shocking facts were revealed. I talked to the personnel of different departments and arranged one-on-one interviews to sift the matter to the bottom. I personally observed the functioning of inventory, stores, wards and different offices for that.

Findings:

- To my shock our own staff (nurses, ward boys and supervisors) has made arrangements with the security officials, and take medicines and equipment out of the hospital and sell it to different private clinics.
- Some of the doctors are also the part of this dirty game. They shift the medicines, surgical instruments and other stuff to their own clinics with the help of different staff members.
- Carelessness and casual attitude is also the reason for dearth of medicines and instruments. I found huge quantity of medicines and large number of instruments in trash bins and waste areas. It indicates, our staff is least concerned with the loss.
- Some of the patients, who are close to nurses and ward boys, shamelessly steal the items and go scot free.

Recommendations:

- I suggest that CCTV Cameras should be installed in the hospital, especially on the passages from where the theft cases may be detected.
- Staff members, who are involved in such cases, should be strictly warned, suspended or terminated. Exemplary punishment may bring obvious decrease in these highly objectionable incidents. (List of the culprits is attached herewith)
- Doctors should be advised to revisit their acts. Otherwise, strict action may be taken against them. (List of the doctors involved is attached herewith)

It is submitted for your kind perusal and necessary action, please.

Sincerely yours,

XYZ

8. Suppose you are serving as Assistant Education Officer at your native town. You are requested to write a report on the worsening condition and standard of the Govt. Schools of your area. Submit your report to District Education Officer of your district writing down your findings and recommendations.

To: The Medical Superintendent

Civil Hospital, ABC (City)

From: XYZ

Assistant Education Officer, ABC

Subject: Report on Worsening Condition of the Government Schools

Dear Sir/M'am,

On your kind advice, I visited eight Government Primary Schools of the district to assess why the situation has worsened so much for the last few years. My visits to the schools and interviews with teachers, students and staff members working at District Education Officer revealed some shocking facts to me. My findings and recommendations are given below:

Findings:

- Most of the teachers are untrained. Majority of them require rigorous training sessions.
- For some the teachers, it is just a part time job and they are running their own businesses (List of such teachers is attached herewith).
- Teachers use different kinds of back stair influences, recommendations and references to tackle the visits of MEOs. They are provided with the schedule of their visits and can easily avail as many leaves as they desire for.
- MEOs are neither trained, nor qualified.
- Clerical staff of education offices has become a mafia. Legal works are kept pending and illegal works are completed within no time as the palms of the staff members are greased regularly. Without bribery, the files are kept aside and female teaches have to visit the offices again and again. Life of the female teachers has become very tough due to flaw in system.
- Female teaches are forced to complete the construction, renovation and repair works. They have to manage purchases of different items as they are the members of School Management Committees and funds are transferred in the SMC accounts. This routine is quite hectic, due to which their teaching responsibilities are badly disturbed. Monetary irregularities have also been observed and the main reason is that female teachers can't handle such odd tasks.

Recommendations:

- Training of the teachers and support staff should be mandatory.
- Qualified MEOs should be appointed.
- Exploitations of the office staff should be stopped and strict action should be taken against such culprits.
- Teachers, especially female teachers, should be relieved of the unreasonable burden of SMC funds and others.
- Monetary irregularities should be checked.

It is submitted for your kind perusal and necessary action, please.

Sincerely yours,

XYZ