

## 2nd PUC English Grammar Notes Letter Writing Job Applications

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1. Write a letter of application in response to the following advertisement which appeared in 'The Hindu' dated 20 January 2017. Leading Multinational company is looking out for talented and dynamic MBA graduates (any branch of specialization) to handle a unit at a new location. Apply within a week with all details to Pidilight Industries, Plot No. 2315, Gandhi Nagar, Gujarat.

Answer:

XXX

YYY

24 January 2017

Sidelight Industries

Plot No. 2315

Gandhi Nagar

Gujarat



Respected Sir

Sub.: Application for the post of Unit Manager

Ref.: Your advertisement in The Hindu, dated 20th of January 2017

On learning that your company has been looking out for MBA graduates to handle a unit independently at a new location, I have decided to apply for the post as I like new ventures and new challenges. I have dual specialisation of HR and Finance in MBA and I am of the opinion that this is a useful combination when a new unit has to be set up. I have been the college cabinet president and I have been adjudged the best outgoing student of my institution. For more details, you may refer the resume that I have enclosed.

Thank you.

Yours faithfully,  
(Signature) XXX

Encl.: 1

Resume

Name : XXX Father's Name

DOB : 9 February 1992 Permanent

Address : YYY

Nationality : Indian

Knowledge of languages : Proficient in English, Kannada and Hindi.

Educational Qualification:

Name of the Examination	Board/University	Year of passing/Marks	Subjects
S.S.L.C.	KSEEB	2007 – 85%	Mathematics, Science, Social Science, English, Kannada and Hindi
P.U.C.	PUE Board	2009 – 80%	Statistics, Business Studies, Accountancy, Computer Science, English and Hindi
B.Com.	Bangalore University	2012 – 88%	HR, Financial Accounting, Financial Management, Cost Accounting, Auditing, EDP, Marketing, Business Law
M.B.A.	Bangalore University	2014 – 75%	HR & Finance

Sd/

Other interests/hobbies : Reading, Quizzing, Event Management

Place: Bangalore

Date: 24 January 2017

XXX

2. Write a letter of application in response to the following advertisement which appeared in 'The Hindu' dated 2 February 2017.

WANTED

Prerana Pre University College, Dharwad invites applications from qualified individuals for the post of lecturer in Biology. Apply within 10 days to, 'The Secretary, Prerana Education trust, Dharwad. Candidate with experience and good communication skill will be given preference.

Answer:

XXX

YYY

4 February 2017

The Secretary

Prerana Education Trust

Dharwad



Respected Sir,  
Sub.: Application for the post of lecturer in Biology  
Ref.: Your advertisement in

The Hindu, dated 2nd of February 2017 Your advertisement for the post of lecturer in Biology interests me immensely as teaching is my passion. I believe in the idea that the future of our nation depends on the youth who walk out of the portals of educational institutions and that is why, it is my desire to do my best in the service of our youth. I am an M.Sc. in Biology from Bangalore University and I'm a gold medallist in PG. I have taken up a few remedial classes for the students of my Alma Mater Jyothi Nivas. A detailed resume is enclosed for your further verification.

Hope you will give me the opportunity of working in your esteemed institution.

Thank you.

Yours faithfully,  
(Signature ) XXX

Encl.: 1

Resume

Name : XXX

Father's Name : ZZZ

DOB : 14 February 1992

Permanent Address : YYY

Nationality : Indian

Knowledge of languages : Proficient in English, Kannada and Hindi.

Educational Qualification:

<b>Name of the Examination</b>	<b>Board/University</b>	<b>Year of passing/Marks</b>	<b>Subjects</b>
S.S.L.C.	KSEEB	2008 – 85%	Mathematics, Science, Social Science, English, Kannada and Hindi
P.U.C.	PUE Board	2010 – 80%	PCMB; English and Hindi
B.Sc.	BangaloreUniversity	2013 – 70%	Biology, Physics, Mathematics, English and Hindi

Experience : Remedial Teaching in Jyothi Nivas College, Bangalore for II PU students

Other interests/hobbies : Reading, Model Making, Singing and Dancing.

Place: Bangalore

Date: 4 February 2017

Sd/

xxx

3. Write a letter of application in response to the following advertisement which appeared in 'The Times of India' dated March 15th 2017.

WANTED  
Receptionist

Qualification : Any Graduate with Knowledge of Computer and Fluency in English and Hindi

Apply within 10 days to : The Managing Director  
Mangala Group of Companies  
Nagadevanahalli, Ring Road  
Bangalore-31



Answer:

Kanthi K.

C-10, Crescent Apartments

Ajjarkad

Udupi

16 March 2017

Hope you will give me the opportunity of working in your esteemed institution.

Thank you.

Yours faithfully, (Signature )

XXX

Encl.: 1

Resume

Name : XXX

Father's Name : ZZZ

DOB : 14 February 1992

Permanent Address : YYY

Nationality : Indian

Knowledge of languages : Proficient in English, Kannada and Hindi.

Educational Qualification :

Name of the Examination	Board/University	Year of passing/Marks	Subjects
S.S.L.C.	KSEEB	2008 – 85%	Mathematics, Science, Social Science, English, Kannada and Hindi

P.U.C.	PUE Board	2010 – 80%	PCMB, English and Hindi
B.Sc.	Bangalore University	2013 – 70%	Biology, Physics, Mathematics, English and Hindi

Experience : Remedial Teaching in Jyothi Nivas College, Bangalore for II PU students

Other interests/hobbies : Reading, Model Making, Singing and Dancing.

Place: Bangalore

Date: 4 February 2017

Sd/

XXX

3. Write a letter of application in response to the following advertisement which appeared in 'The Times of India' dated March 15th 2017.

WANTED

Receptionist

Qualification : Any Graduate with Knowledge of Computer and Fluency in English and Hindi.

Apply within 10 days to : The Managing Director  
Mangala Group of Companies  
Nagadevanahalli, Ring Road  
Bangalore-31

Answer:

Kanthi K.

C-10, Crescent Apartments

Ajjarkad Udipi

16 March 2017

The Managing Director

Mangala Group of Companies

Nagadevanahalli, Ring Road

Bangalore – 31

I write this letter in response to your advertisement in the Times of India, dated 15 March 2017. Since I fulfil your requirements, I hereby apply for the post of Receptionist. I am an Arts graduate and I have enclosed my resume for your perusal. I do hope that I will soon get the chance to interact with you in the personal interview. Thank you.

Yours faithfully,

Kanthi K.

Encl.: 1

## RESUME

Name : Kanthi K.

Address : C-10, Crescent Apartments, Ajjarkad, Udupi

Email ID : KKCrescent@gmail.com

Mobile No. : 9788154485

DOB : 19 February 1992

Nationality : Indian

Objective : To perform according to the ethos of the company and make the visitors feel comfortable and desirous of visiting the company again.

Educational qualification:

Sl. No.	Examination	University/Board	Year of passing	Result
1.	SSLC	KSEEB	2008	Distinction
2.	PUC	PUE Board	2010	Distinction
3.	B.A.	Mangalore University	2013	First Class

Experience : Front desk job at James & Co. for one year.

Languages Known :

Language	Level of Proficiency
English	Spoken & Written
Kannada	Spoken & Written
Hindi	Spoken & Written
Tulu	Spoken Only
Malayalam	Spoken Only

Achievements : Best Outgoing Student of Karavali Arts & Science College, Udupi in the year 2012-13

Interests : Public Speaking and Reading

References :

1. Dr. Nagarjuna KV.

Principal

Karavali Arts & Science College

Udupi

Email: karavaliasc@gmail.com

Ph.: 9448121192

2. Mr. Jacob James  
Proprietor  
James & Co.  
Udupi  
Email:jamesjacob@gmail.com  
Ph.: 9845527225

Declaration :I hereby declare that the information submitted above is true to the best of my knowledge. Kanthi K.

4. Write a letter of application in response to the following advertisement which appeared in 'The New Indian Express' dated 10 March, 2017. (Write XXX for name and YYY for address.)

BAPUJI VIDYAVARDHAKA SANGHA  
Requires  
Administrators

Qualification: BBA / MBA is a must. Candidates with at least 2 years of experience will be given preference. Should possess excellent communication skill.  
Apply within 10 days to:  
The Secretary, Bapuji Vidyavardhaka Sangha, Bagalkot.

Answer:  
XXX  
YYY  
16 March 2017  
The Secretary  
Bapuji Vidyavardhaka Sangha  
Bagalkot

Dear Sir,  
In response to your advertisement in the New Indian Express, dated 10 March 2017, I hereby apply for the post of the administrator in your esteemed institution. I am an MBA with BBA background and I have experience of two years at MCG Productions as Senior Supervisor. Enclosed is my resume for your perusal. Thank you. Yours faithfully,

Encl.: 1

Resume  
Name : XXX  
Address : YYY  
Email ID : XXX@yahoo.com  
Mobile No. : 9900154476  
DOB : 19 February 1992

Nationality : Indian

Objective : To serve the company efficiently and ensure smooth functioning.

Educational qualification :

SI No.	Examination	University/Board	Year of passing	Result
1.	SSLC	KSEEB	2007	Distinction
2.	PUC	PUE	2009	Distinction
3.	BBA	Mangalore University	2012	First Class
4.	MBA	Bangalore University	2014	First Class

Other Qualifications : Advanced Communicative English Course Intel Computer Course

Experience : Two years at MCG Productions as Senior Supervisor.

Languages Known

Language	Level of Proficiency
English	Spoken & Written
Kannada	Spoken & Written
Hindi	Spoken & Written

Achievements : Best Manager Award in the National Level Fest organised by KVG College, Udupi in the year 2011-12.

Interests : Public Speaking and Reading

References :

1. Dr. Narendra B.N.

Principal

Christ Institute of Management

Bangalore

Email: cim@gmail.com

Ph.: 9478121186

2. Mr. Ramaswamy

Director

MCG Productions

Bangalore

Email:MCG@gmail.com

Ph.: 9845327245



Declaration :I hereby declare that the information submitted above is true to the best of my knowledge. XXX

5. Write a letter in response to the following advertisement which appeared in 'The Times of India' dated 12 April 2017. (Write XXX for name and YYY for address.)

INDIA TODAY  
requires  
JOURNALISTS

Qualification: M.A. in Journalism  
Mass Communication Candidates with 3 yrs, experience will be given preference. Should have excellent communication skill. Apply within 10 days.

Apply: To the Editor,  
INDIA TODAY  
No. 1, M.G. Road  
Bangalore – 560 006.

This is in response to your advertisement in the Times of India, dated 12 April 2017 for the post of Journalists. Since I'm a postgraduate in Mass Communication and have four years' experience as a magazine editor, I fulfill your requirements for the post. I hope you will consider me for the post as journalism is a passion with me. I've enclosed my resume for your perusal. Answer:

XXX

YYY

15 April 2017

The Editor  
INDIA TODAY  
No. 1, M.G. Road  
Bangalore – 560 006

Thank you.

Yours faithfully,  
XXX

Encl.: 1

Resume of XXX

Name : XXX

Address : YYY

Contact Details : email – xxx@gmail.com

Telephone No. : 9448220081

DOB : 24 March 1992

Nationality : Indian

Objective : To give to the citizens of India authentic pieces of news as a journalist belonging to a reputed publishing house as India Today.

Educational Qualification :

Sl. No.	Qualification	Institution	University/Board	Year of passing	Percentage
1.	MICE	Manipal College of Mass Communication	Manipal Deemed University	2014	72
2.	B.Com.	NMKRV College	Bangalore University	2012	84
3.	PUC	NMKRV PU College	PUE Board	2009	92
4.	SSLC	R.V. High School	KSEEB	2007	95

Experience : Editor of 'Vikasana' for four years

Achievements : Six publications in Sunday Editions of the Times of India, Best Short Story Award by Alibi Writers.com

Interests : Creative writing and Editorials

Additional Qualification : ITI-Basics & ITI-Advanced

Languages known :

Sl. No.	Name	Writing	Speaking
1.	English	Yes	Yes
2.	Kannada	Yes	Yes
3.	Hindi	Yes	Yes
4.	Telugu	No	Yes

Reference:

Dr. Devi Shetty

H.O.D. of English

NMKRV College

Jayanagar Third Block

Bangalore 560011

Mobile – 9845511123

Email . devis@gmail1.com

Prof. Narayan Alva  
H.O.D. of Mass Communication  
Manipal College of Mass  
Communication  
Marilpal  
Mobile – 9448120088  
Email – Narava@yahoo.co.in

I certify that the above furnished details are true.

6. Write a letter of application in response to the following advertisement, which appeared in 'Deccan Herald' dated 09 March 2017. (Write XXX for name and YYY for address.)

WANTED  
FIRST DIVISION ASSISTANT

Qualification:

Any graduate with knowledge of computer and fluency in Kannada, English and Hindi.

Apply to:

The President  
Basaveshwar Education  
Society Vidyanagar,  
Hubballi.

Answer:

XXX

YYY

10 March 2017

The President

Basaveshwar Education Society

Vidyanagar

Hubballi

Dear Sir,

I write this letter of application for the post of First Division Assistant in response to your advertisement dated 09 March 2017 in Deccan Herald. As I fulfil your requirements, I hope you will consider me for the post. I'm a B. A. graduate from Bangalore University. I passed out in the year 2015.16 with a distinction. My subjects were English Major, Psychology and Political Science. You would be happy to know that I've completed Basic and Advanced Computer Courses and know Tally. I am fluent in English, Kannada and Hindi. It would interest you that I'm a creative writer in Kannada and have also won many prizes in English

Elocution competitions. I've also successfully completed Hindi Visharada Exam. Given the chance to work in your esteemed institution, I will serve with sincerity and contribute towards the welfare of the Basaveshwar Education Society.

I eagerly await your response.

Thank you.

Yours faithfully,  
XXX

7. Write a letter of application in response to the following advertisement, which appeared in 'The Deccan Herald' dated 07 March 2017. (Write XXX for name and YYY for address.)

WANTED  
OFFICE ASSISTANT

Qualification:  
PUC with First Class Computer Knowledge Fluency in Kannada, English and Hindi  
Experience preferred.

Apply to :  
The Managing Director  
Shree Matha Technologies Ltd.  
377, Abhi Towers, KVK Layout  
Mysore Road  
Bengaluru – 560 017

Answer:

XXX

YYY

8 March 2017

The Managing Director  
Shri Matha Technologies Ltd.  
377, Abhi Towers  
Mysore Road  
Bengaluru – 560 017

Dear Sir,

I write this letter in response to your advertisement in the Deccan Herald, dated 7th of March, 2017 for the post of Office Assistant. I fulfil all the conditions laid down by you and hence I hope that I will be considered for the post. I have enclosed my resume for you to get a complete idea about my credentials. I hope to be called for an interview wherein I can provide you with more details and relevant documents.

Thank you.

Yours faithfully,  
XXX

Resume of XXX

Name : XXX

Father's Name : YYY

Address : zzz

Date of birth : 9 February 1996

Nationality : Indian

Permanent Address :

P.K. Villa

156, 10th Cross

Rajarajeshwarinagar

Bengaluru 560 105

Karnataka.

Ph:080-25337652

Mob:9844190515 xxx@rediffmail.com

Objective : To become a valuable asset through continuous learning, innovation and excellence.

Educational Qualification :

Qualification	Board/University	Institution	Year of Completion	Marks (%)
PUC	PUE Board	Vidhyadhayini	2013	72%
SSLC	KSEEB	Vidhyadhayini	2011	78%

Work Experience : 18 months, as Office Junior Assistant in Reliance Digitals, Bangalore.

Computer Skills : MS Word and Excel.

Areas Of Interest : Creative layouts of building structures.

Extra Curricular Activities : Had been the Cultural Secretary of the school.

Membership : Joint Secretary Artists Forum®, Bengaluru.

Interests And Hobbies : Photography, Badminton.

Competencies : Communication & Presentation skills, Commitment to any work assigned,

Ability to perform in any stress-related situation, Creativity Adaptability.

Language Proficiency :

Speaking	Writing	Reading
English	English	English



Hindi	Hindi	Hindi
Kannada	Kannada	Kannada

## REFERENCES

1. Dr. M.R. Bajaj

Director

ABC Ltd.

Bengaluru

M: 9880352026

2. Dr. B.S. Devadiga

Professor of English

Vidhyadhayini Composite P.U. College

Bengaluru

M:9886609899

## CERTIFICATION

I, XXX, declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted.

Yours Sincerely

XXX

8. Write a letter of application in response to the following advertisement, which appeared in 'The Indian Express' dated March 10th 2017. (Write XXX for name and YYY for address.)

Renuka Devi Institute requires Hostel Wardens.

Qualification: B.A. / B.Com. / B.Sc.

Experience:

Minimum two years, excellent communication skill Apply within 20 days.

To:

The Secretary

Renuka Devi Institute

6th Main, 4th Block

Malleshwara Nagar

Hyderabad.

Answer:

XXX

YYY

12 March 2017

The Secretary  
Renuka Devi Institute  
6 Main, 4 Block  
Malleshwara Nagar  
Hyderabad

Dear Sir,

I write this letter in response to your advertisement in the Indian Express dated 10 March 2017 stating the requirement for Hostel Wardens. Since I have already worked as Assistant Warden of Bhuvana Hostel for three years, I can assure you that I will have a fine balance of discipline and concern. Since I know all South Indian languages, it will be easy for me to handle outstation candidates. I request you to consider me for the post.

Thank you.

Yours faithfully,  
XXX

Encl.: 1

**RESUME**

Name : XXX

Address : YYY

Email ID : XXX@gmail.com

Mobile No. : 9367351717

DOB : 26 March 1990

Nationality : Indian

Objective : To earn for the hostel the reputation of quality maintenance and improve my administrative skill

Educational qualification :

Sl. No.	Examination	University/Board	Year of passing	Result
1.	SSC	A.R Board of Sec. Education	2006	Distinction
2.	Intermediate	BIEAP	2008	Distinction
3.	B.Sc.	Andhra University	2011	First Class

Other Qualifications : Public Speaking Course Java Computer Course

Experience : Assistant Warden at Bhuvana Hostel, Hyderabad for 3 years.

Languages Known :

Language	Level of Proficiency
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English	Spoken & Written
Telugu	Spoken & Written
Hindi	Spoken & Written
Kannada	Spoken Only
Malayalam	Spoken Only
Tamil	Spoken Only

Achievements : Best Garden Prize from the Horticulture Department for the garden at Bhuvana Hostel.

Interests : Reading and Gardening

References :

1. Dr. Suhas Reddy

Principal

MVJ Arts & Science College

Hyderabad

Email: suhasmvj@gmail.com

Ph.: 9648121193

2. Mr. Ashish Poojary

Proprietor

Bhuvana Hostel

Hyderabad

Email:ashish@gmail.com

Ph.: 8745527263

Declaration :I hereby declare that the information submitted above is true to the best of my knowledge.

XXX

9. Write a letter of application in response to the following advertisement which appeared in 'Deccan Herald' dated March 10, 2017 (Write XXX for name and YYY for address).



APOLLO HOSPITALS  
in Bangalore  
require  
Staff Nurses

Qualification: B.Sc./Diploma in General Nursing. Fluency in English and the local language essential. Send in application within 7 days.

Apply to: MANAGER, Personnel Department,  
No. 29, Ganapathi Street,  
Bangalore – 560 003.

Answer:

YYY

15 March 2017

The Manager

Personnel Department,  
Apollo Hospitals No. 29,  
Ganapathi Street  
Bangalore – 560 003.

Dear Sir,

In response to your advertisement in Deccan Herald dated 10 March, 2017, I apply for the post of Staff Nurse. Nursing is a noble profession and it has always been a passion with me to follow the footsteps of Florence Nightingale. Now that I have completed my degree in Nursing I am all set to follow the call of my inner voice.

I hope you will consider my application favourably and give me the opportunity of serving a premier hospital like Apollo Hospital. I've furnished more details in my resume which is on a separate sheet. I thank you in anticipation of being called for an interview.

Yours faithfully

Sd.

xxx

Encl: Resume.

RESUME

Name : xxx

Address : yyy

Contact No. : 080-22332823

Educational Qualification : B.Sc. in General Nursing from ABC College of Nursing in the year 2016 with a first class.

Additional Qualification : MS Word.

Hobbies : Painting and Reading

Languages Known :

English : Written and spoken

Kannada : Written and spoken

Hindi : Written and spoken

Malayalam : Spoken.

SWOT'Analysis:

Strength : Hardworking

Weakness : Perfectionist who gets caught in minute details.

Opportunity : Serving people with human touch

Threat : Being superceded by better qualified nurses.

References:

1. The HOD

Department of Psychology

ABC College of Nursing

Bangalore

2. Mr.J.M. Cutinho

Lecturer, Child Health Nursing

ABC College of Nursing

Bangalore.

10. Write a letter of application in response to the following advertisement which appeared in 'The Deccan Herald' dated 10th March, 2017:(Write XXX for name and YYY for address)

Sogo Retail Management Pvt. Ltd., Jayanagar, Bangalore.

Requires : Sales Assistants

Qualification : PUC passed Fluency in English is essential, working knowledge of computer is a must.

Apply within a week To:

The Director,

Sogo Retail Management Pvt. Ltd.

Jayanagar, Bangalore.

Answer:

YYY

12 March 2017

The Director

Sogo Retail Management Pvt. Ltd.  
Jayanagar  
Bangalore.

Dear Sir,

In response to your advertisement in the Deccan Herald dated March 10th 2017, I take this opportunity to apply for the post of Sales Assistant. I have enclosed my bio-data and hope the details furnished are sufficient. I will be glad to provide you with any other piece of information at the time of the interview.

Thank you.

Yours faithfully  
(XXX)

Encl: Resume

BIO-DATA

Name : XXX

Address : YYY

Email ID : XXX @gmail.com

Mobile : 9044183731

DOB : 28 June 1996

Educational Qualification: PUC in HEPS from SVS College, Bantwal with 55%.

Additional Qualification : Spoken English course from Shri Matha Institution, Bantwal.

Experience : Have worked as Salesman in the door-to-door campaign of "Bantwal Herbal Medicine Company". Have worked as Sales Representative for "Bantwal Herbal Medicine Company".

Interests : Music, people and exchanging ideas.

References

1. Prof. Hiranayya

Principal

SVS College

Bantwal.

2. Mr. Sudheendhra Aithal

Proprietor

Bantwal Herbal Medicine Company

Bantwal.

11. Write a letter of application in response to the following advertisement which appeared in 'The Deccan Herald' dated 15 March, 2017:(Write XXX for name and YYY for address)

Wanted : Commercial Assistants

Qualifications : B.Com., should know both English and Kannada typewriting. A good knowledge of computers is required.

Apply immediately To:  
The Personnel Manager,  
Laxmi Finance Company,  
No. 166, Dr. Rajkumar Road,  
Rajajinagar, Bangalore.

Answer:

YYY

20 March 2017

The Personnel Manager  
Laxmi Finance Company  
No. 166, Dr. Rajkumar Road  
Rajajinagar  
Bangalore

Dear Sir,

In response to your advertisement dated 15th of March 2017, in The Deccan Herald, I hereby apply for the post of Commercial Assistant. I have enclosed my C.V. and I assure you that I fulfill all the requirements. I hope that you will find my credentials satisfactory. I will be glad to furnish you with any other information that you may require.

Thank you.

Yours faithfully

(Sd) Xxx

Encl.: 1

RESUME

Name : XXX

Address : YYY

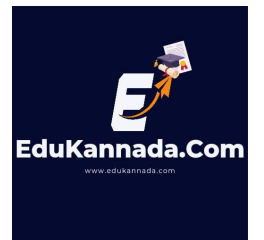
Age : 22 years

Nationality : Indian

Contact No : Mobile: 9763154787 Res.: 080-23651515

Email ID : XXX@gmail.com

Educational Qualification :



Sl. No.	Name of the course	University/Board	Grade	Year of Passing
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1.	SSLC	KSEEB	Distinction	2009
2.	PUC	PUE Board	Distinction	2011
3.	B.Com.	Bangalore	I Class	2014

Additional Qualification : a. MS Word – Computer Course. b. Public Speaking – Certificate Course.

Experience : Two years at Bhats Concerns as Sales Executive.

Achievement : Best outgoing Commerce Graduate – PQR College, Bangalore in 2013-14.

Interests : Public speaking and creative writing.

Strengths : Punctuality, promptness and preparedness to shoulder responsibility.

Weaknesses : Inability to say 'No' even when the request is unreasonable.

Objective : To expand the clientele of the company by speaking to people and convincing them.

#### Reference

1. The Director

SKY – HLGH

Indiranagar

Bangalore.

2. The Principal

PQR College

Koramangala

Bangalore.

12. Write a letter of application in response to the following advertisement appeared in 'Deccan Herald' dated 25th of May 2018. (Write XXX for name and YYY for address.)

Wanted

Sales Manager

Qualification: Any Degree

With Computer Knowledge

Fluency in English and Kannada

Experience preferred.

Apply within a week to:

The Executive Manager

Bindu Home Appliances Pvt. Ltd.

P.B. Road

Chitradurga.

Answer:

XXX

YYY

26 May 2018

The Manager

Bindu Home Appliances Pvt. Ltd.

P.B. Road

Chitradurga

Dear Sir,

In response to your advertisement dated 25 May 2018 in Deccan Herald, I hereby apply for the post of Sales Manager. I am a Commerce graduate with computer knowledge. I also fulfil your requirement for fluency in English and Kannada. I have two years' experience too in this field. I have enclosed my resume with further details. I will be glad to supply you with any other piece of information that you may require. Please let me know when I am likely to be called for an interview so that I can make suitable arrangements.

Thank you.

Yours faithfully,

XXX

Encl.: Resume

#### RESUME

Name : XXX

Address : YYY

Tel No. : 0000000000

Email ID : XXX@gmail.com

D.O.B. : 20 February 1995

Sex : Female

Nationality : Indian

Objective : To gain experience in field work and to improve the prospects of the company that I serve.

Educational Qualification :

Sl. No.	Qualification	Board / University	Results
1.	SSLC	Karnataka State Board	Passed with Distinction
2.	PUC (CSBA)	XXX Board	Passed with Distinction
3.	B.Com.	YYY University	Passed with First Class

Additional Qualification : Proficiency in MS Office & Tally.

Languages Known :

Sl. No.	Language	Written	Spoken
1.	English	✓	✓
2.	Kannada	✓	✓
3.	Hindi	✓	✓
4.	Tulu		✓
5.	Konkani		✓

Experience : Worked for Nithin Shetty & Co.as Sales Executive for two years. Quit the job for better prospects in January 2018.

Achievements : Best NCC Cadet, 2014 and Best Outgoing Student of ZZZ College.

Interests : Creative Writing and Music.

References : Dr. Priya Pai (HOD – Dept. of Commerce – ZZZ College)

Mr. Nithin Shetty (CEO – Nithin Shetty & Co.)

13. Write a letter of application in response to the following advertisement which appeared in 'The Times of India' dated 15 March 2019. (Write XXX for name and YYY for address.)

Wanted

Customer Care Officer for JVS Motors

Qualification: M.Com., knowledge of Computers, Fluency in Kannada, English and Hindi languages.

Apply to:

The General Manager

JVS Motors

Central Towers

Hyderabad – 560 001.

Answer:

XXX

YYY

16 March 2019

The General Manager

JVS Motors Central Towers

Hyderabad 560 001

Dear Sir

I am happy to write to you in response to your advertisement in The Times of India dated 15 March 2019. I am qualified to be your Customer Care Officer and I assure you of my earnest service.

I have enclosed my resume for your perusal. Since I fulfil all your requirements, I hope to be called for an interview at the earliest. I shall get the hard copy of all my testimonials.

Thank you.

Yours faithfully,  
XXX

Encl.: Resume

#### RESUME

Name : XXX

Address : YYY

Phone (Mob.) : 9855418164

Email : xxx@gmail.com

DOB : 14 March 1997

Sex : Female

Nationality : Indian

OBJECTIVE : To deal with people with HR skills and improve my emotional quotient while serving my company

Educational Qualification :

Sl. No.	Qualification	Board/University	Result
1.	M.Com.	Mangalore University	Distinction
2.	B.Com.	St. Theresa Degree College (Autonomous), Mangaluru	Distinction
3.	PUC	St. Theresa PU College, Mangaluru	Distinction
4.	SSLC	St. Theresa School, Mangaluru	School Topper

Other Qualifications : Intel Computer Course.

Qualified in Hindi Visharada Examination.

Languages Known :

Language	Level of Proficiency
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English	Written	Spoken
Kannada	Written	Spoken
Hindi	Written	Spoken
Tulu	–	Spoken

Achievements : Presented papers in International and National Seminars and won Best Paper Presenter Award thrice. Was adjudged the Best Outgoing Student at both PU and Degree levels.

Interests : Travelling and Reading.

Reference

1. MNO, HOD of Commerce, Mangalore University, Konaje.
2. ABC, HOD of Commerce, St. Theresa Degree College (Autonomous), Mangaluru.

Declaration : I hereby declare that the details furnished above are true to the best of my knowledge.

XXX

14. Write a letter of application in response to the following advertisement which appeared in 'The Indian Express' dated 05.12-2017:

WANTED  
Librarian

For a reputed residential school

Qualification : Degree in B.Lib., Knowledge of Computers, Knowledge of Kannada and English.

Apply within 10 days to:  
Administrator  
Model Education Society  
Outer Ring Road  
No. 1625, Sardar Nagar,  
Dharwad – 580 001

Answer:

XYZ

ABC Colony

Dharwad – 580 004

7 December 2017

The Administrator

Model Education Society

Outer Ring Road No. 1625,  
Sardar Nagar  
Dharwad – 580 001

Dear Sir,

In response to your advertisement dated 5 December 2017, in The Indian Express, I hereby apply for the post of Librarian in your esteemed residential school. I have B.Lib. degree and have knowledge of computers. I can speak as well as write Kannada and English fluently. I have attached my resume in which I have given many other important details for your perusal. Since I fulfil your major requirements, I hope to be called for an interview. I look forward to serving your prestigious institution.

Thank you.

Yours faithfully  
Signature (XYZ)

Encl.: Resume

#### RESUME

Name &

Address : XYZ ABC Colony Dharwad – 580 004

Telephone : 9844418158 (Mob.)

Email I.D. : xyz@gmail.com

Date of Birth : 2 February 1992

Sex : Female

Religion : Hindu

Marital Status : Single

Educational Qualification:

Sl. No.	Examination	Board/University	Year	Result
1.	SSLC	K.S.E.E.B.	2007-08	Distinction
2.	PUC	P.U.E. Board, Karnataka	2008-10	Distinction
3.	B.Lib.	Karnatak University	2010-13	First Class

Other Qualifications : Advanced Communicative English Course Intel Computer Course

Experience : Assistant Librarian at SVS College for one year.

Languages Known :

Language	Level of Proficiency
English	Spoken & Written

Kannada	Spoken & Written
Hindi	Spoken & Written
Marathi	Spoken Only

Achievements : Best Outgoing Student of Karavali Arts & Science College, Dharwad in the year 2012-13

Interests : Public Speaking and Reading

References

1. Dr. Ashok Badigera

Principal

Karavali Arts & Science College

Dharwad

Email: karavaliasc@gmail.com

Ph.: 9354632215

2. Mr. Mahadevaswamy

H.O.D.I Media Studies

Karavali Arts & Science College

Dharwad

Email: maadhu@gmail.com

Ph.: 9845523457

Declaration : I hereby declare that the information submitted above is true to the best of my knowledge.

XYZ

15. Write a letter of application in response to the following advertisement which appeared in 'The Hindu' dated December 18th 2018:

WANTED

Drawing Teachers

Maria Montessori invites applications from qualified artists. Candidates should be fluent in English and Hindi with a Diploma or equivalent Degree in Fine Arts.

Apply within 10 days to :

The Principal

Maria Montessori

Shantiniketan Arts Faculty

8, Camac St., Elgin, Kolkata – 700 017

West Bengal

Answer:

XXX

YYY

22 December 2018

The Principal

Maria Montessori

Shantiniketan Arts Faculty

8, Camac St., Elgin

Kolkata – 700 017

Dear Madam,

In response to your advertisement in The Hindu, dated 18 December 2018, I hereby apply for the post of drawing teacher in your esteemed institution. As specified by you, I am fluent in English and Hindi and have a Degree in Fine Arts. Enclosed is my resume for your perusal. Please let me know if anything else needs to be submitted.

Thank you.

Yours faithfully,

XXX

Encl: 1

**RESUME**

Name : XXX

Address : YYY

Sex : Male

Email ID : XXX@gmail.com

Mobile No. : 9888154480

DOB : 19 February 1988

Nationality : Indian

Religion : Hindu

Educational Qualification :

Sl. No.	Examination	Board/University	Year	Result
1.	Class 10 (Madhyamik)	WBBSE	2003-04	Distinction
2.	Class 12	WBCHSE	2004-06	Distinction
3.	B.A. in Fine Arts	Kolkata University	2006-09	First Class

Other Qualifications : Drawing Course at Chatterjee Arts Gallery Intel Computer Graphics Course

Experience : Two years at MCG Institution as Drawing Instructor.

Languages Known :

Language	Level of Proficiency
English	Spoken & Written
Hindi	Spoken & Written
Bengali	Spoken & Written

Achievements : Best Manager Award in the National Level Fest organised by KVG College, Kolkata in the year 2008.09.

Interests : Drawing and Photography

#### References

1. Dr. Banerjee S.T.

Principal

Bengal Institute of Fine Arts

West Bengal

Email: bifa@gmail.com

Ph.: 9960784526

2. Ms. Parmita Roy

Director

MCG Productions

Kolkata

Email: MCG@gmail.com

Ph.: 9900187654