

## 2nd PUC English Workbook Answers Streams Job Applications

---

### Exercise

Look at the following advertisements and write suitable letters of application for each of them.

1)

MALLYA HOSPITAL, ISO 9001 – 2008 NABH – H2011 – 0092  
certificate of accreditation certified.

REQUIRES

MARKETING MANAGERS

for Vydehi & Mallya Hospital Group,

Degree / Diploma in Marketing Management

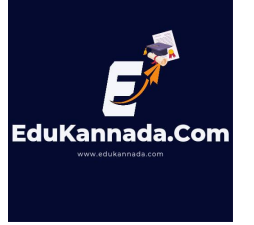
with 5 to 7 years Experience Preferably in Hospital.

Interested Candidates may apply within seven days to:

The President, MALLYA HOSPITAL.

#2, Vittal Mallya Road, Bangalore – 560001. Tel: 22277979 / 997

Email: info@mallyahospital.net



Answer:

XXX

YYY

June 4th 2017

The President

Mallya Hospital

Vittal Mallya Road

Bangalore 560001

Respected Sir,

Sub.: Application for the post of a Marketing Manager

Ref.: Your advertisement in The Hindu, dated June 1st 2017

It is in response to your advertisement mentioned above that I write this letter of application for the post of Marketing Manager.

I have a diploma in Marketing Management and I have worked in Ramayya Hospital for five years. Since these are your main requirements, I hope you will consider my application favourably and call me for an interview.

I have enclosed my resume for your further verification.

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/Marks	Subjects
S.S.L.C.	KSEEB	2007-08 – 85%	Mathematics, Science, Social Science, English, Kannada and Hindi
P.U.C.	PUE Board	2009-10 – 80%	Accounts, Business Studies, Economics, Statistics, English and Hindi
Diploma	Bangalore University	2011-12 – 70%	Human Relations, Marketing Management, Finance, English and Hindi

Experience : Five years' experience as Marketing Manager at Ramayya Hospital, Bangalore  
Other interests/hobbies : Travelling, reading, meeting people and organising events.

Place: Bangalore

Date: June 4th 2017

Sd.  
XXX

2)



POSITIONS OPEN FOR 2017 – 18  
ROYALE CONCORDE INTERNATIONAL SCHOOL  
Kalyan Nagar, Bangalore

RCIS Group of Institutions is looking for qualified, experienced and creative educators with excellent communication skills for the following positions:

- Academic Coordinators for Primary/Middle/ High School: Postgraduates with teaching experience and supervisory abilities to enhance the academic environment of the school.
- Teachers – Higher Secondary / High School / Middle School/ Primary: Masters Degree with B.Ed./ Bachelors Degree and relevant experience for all subjects – Mathematics, Biology, Chemistry, Physics, Computer Science, History, Geography, English, Kannada, Hindi, French, Sanskrit.
- Kindergarten Teachers – Bachelor's degree with a specialisation in Early childhood Education/ Montessori training / NTT with good experience.

Send your application to The Secretary, Royale Concorde International School, 6th 'B' Main, 2nd Block, HRBR Layout, Kalyan Nagar, Bangalore – 560043.

Answer:

XXX

YYY

June 4th 2017

The Secretary

Royale Concorde International School

6th 'B' Main, 2nd Block, HRBR Layout

Kalyan Nagar

Bangalore 560043

Respected Sir,

Sub.: Application for the post of Higher Secondary Teacher

Ref.: Your advertisement in The Hindu, dated June 1st 2017

I hereby apply for the post of Higher Secondary Teacher in your esteemed institution. My credentials fulfil your requirements and hence I hope you will consider me for the post.

I am an M.A. in English. Under the subject specialisation in B.Ed., I have English as my Major subject and History as my Minor subject. You can get more details from the resume that I have enclosed.

Thank you.

Yours faithfully,

(Signature)

XXX

Encl: 1

Resume

Name : xxx

Father's Name : yyy

DOB : 14 February 1989

Permanent Address : zzz

Nationality : Indian

Knowledge of languages : proficieant in English, Kannada and Hindi

Educational Qualification:

<b>Name of the Examination</b>	<b>Board/University</b>	<b>Year/Marks</b>	<b>Subjects</b>
S.S.L.C.	KSEEB	2004-05 – 85%	Mathematics, Science, Social Science, English, Kannada and Hindi
P.U.C.	PUE Board	2006-07 – 80%	History, Economics, Political Science, Psychology, English and Hindi
B.A.	Bangalore University	2009-10 – -70%	English Literature, History, Psychology, General English and Hindi
M.A.	Bangalore University	2011-12 – 65%	English Literature
B.Ed.	Bangalore University	2015-16 – 70%	Teaching Methodology, English, History

Experience : Taught English grammar to the High School students of JK Group of Schools during vacation.

Other interests/hobbies : Creative writing. dramatics, reading

Place: Bangalore

Date: June 4th 2017

Sd.

xxx

