

APPLICATION

FOR

JOB

APPLICATION FOR JOB

Job applications demand a formal and precise treatment. Their format is almost the same as that of the forwarding cover letter and is usually accompanied by a curriculum vitae/resume/bio-data.

POINTS TO REMEMBER:

(A) COVERING LETTER-

Content:

Para 1: Refer to the source of information about the job or the advertisement in the newspaper.

Para 1: **Example-**

‘With reference to the advertisement published in the (name of the newspaper), dated (date), I would like to apply for the post of (name of the post) in your (firm/organization/institution).’

Para 2: Reason for applying-

Share your interest and competence level.

Key words that can be used- (young, dynamic, good communication skill, committed to hard work, qualification, etc.)

Para 3: Stating the suitability. Concluding statement-

‘My Bio-data is enclosed herewith for your perusal/ sympathetic consideration.’

(B) Bio-Data – Bio-data/ Curriculum Vitae/ Resume is an integral part of the job application. It should include:

1. Full Name:
2. Father's Name:
3. Mother's Name:
4. Date of Birth:
5. Address:
6. Contact No.:
7. E-mail ID:
8. Educational Qualifications:
9. Professional Qualifications:
10. Work Experience:
11. Extra-curricular Activities:

12. Hobbies:

13. Languages Known:

14. Salary Expected:

15. References: (1)

(2)

DECLARATION

Place:

Signature:

Date:

Name:

Word Limit: 120-150

Marks Distribution: 05 M

Format: 01M, Content: 02M, Expression: 02M

EXAMPLES

1. You are Sudha/Sudhir Sharma living at 32, Dilshad Garden, Lucknow. You read an advertisement for the post of a receptionist in The Radisson Hotel, Amritsar. Write a letter in 120-150 words to the Managing Director applying for the same. Attach a bio-data also.

32 Dilshad Garden
Lucknow

1st September 2020

The Managing Director
The Radisson Hotel
Amritsar

Sir

Subject: Application for the post of Receptionist.

With reference to the advertisement published in The Times of India, dated 28th August 2020 for the post of a receptionist in your esteemed hotel, I would like to offer my candidature for the same.

I am a dynamic young lady of pleasant manners and good communication skills. I have a reasonable command over Hindi, English and Punjabi. Moreover, I have done a diploma course in French from IGNOU.

I am sure I shall prove to be an asset for your prestigious hotel and work to your entire satisfaction. My Bio-Data is enclosed herewith for your perusal and favourable consideration.

Thank you

Yours faithfully

Sudha Sharma

Enclosures:

1. Bio-Data
2. Copies of the certificates
3. Two recent photographs

BIO-DATA

Name : Sudha Sharma
Father's Name : Mr. Naresh Sharma
Mother's Name : Mrs. Pramila Sharma
Date of Birth : 29th May 1993
Address : 32 Dilshad Garden
Lucknow

Contact No. : 9425094250

E-mail ID : sudhasharma@gmail.com

Educational Qualifications:

Examination	Board/University	Year	Percentage
AISSE	CBSE	2009	81%
AISSCE	CBSE	2011	85%
B.A.	Lucknow University	2014	75%
P.G. Diploma in French Language	IGNOU	2016	88%

Work Experience : Presently working at Oberoi Hotel, Lucknow since 2017

Extra-curricular Activities: Secretary, Three-Arts Club, Govt. College of Arts, Lucknow in 2013

Hobbies : Reading and Trekking

Languages Known : Hindi, English, Punjabi and French

Salary Expected : Negotiable

References : (1) Dr. Ashutosh Sharma
General Manager
Oberoi Hotel, Lucknow

(2) Dr. Surekha Roy
HOD, Political Science
Govt. College of Arts
Lucknow

DECLARATION

I hereby declare that the above mentioned information is true to the best of my knowledge.

Place: Lucknow

Date: 1st September 2020

Signature:

Name: Sudha Sharma

2. Write an application in 120-150 words for the post of a Librarian advertised in a national daily by Vidyadaan Public School, Rajkot. You are Tarun/Taruna Sisodiya living at 21, Block D, Gandhi Colony, Ahmedabad. Attach a resume also.

21 Block D
Gandhi Colony
Ahmedabad

2nd September 2020

The Principal
Vidyadaan Public School
Rajkot

Sir

Subject: Application for the post of Librarian.

In response to the advertisement published in The Hindustan Times, dated 25th August 2020, I would like to apply for the post of a Librarian in your esteemed institution.

I am a person with a pleasant personality and committed to hard work. I have the requisite qualifications and experience with specialization in handling books.

I am sure I shall prove to be an asset for your prestigious institution and work to your entire satisfaction. My Resume is enclosed herewith for your perusal and sympathetic consideration.

Thank you

Yours faithfully

Tarun Sisodiya

Enclosures:

1. Resume
2. Copies of the certificates

RESUME

Name : Tarun Sisodiya
Father's Name : Mr. Harish Sisodiya
Mother's Name : Mrs. Vinita Sisodiya
Date of Birth : 13th January 1993
Address : 21 Block D
Gandhi Colony
Ahmedabad

Contact No. : 9826098260

E-mail ID : taruns93@gmail.com

Educational Qualifications:

Examination	Board/University	Year	Percentage
AISSE	CBSE	2009	75%
AISSCE	CBSE	2011	80%
B.L.I.S.	Delhi University	2014	85%
M.L.I.S.	Delhi University	2016	83%

Competency : (1) Knowledge of Webpage Creation

(2) Basic Unix

(3) Computer File Management

Work Experience : Presently working as Librarian at Modern Public School, Ahmedabad since 2017

Extra-curricular Activities: Secretary, Literary Club,
Govt. College of Arts,
Delhi in 2012

Hobbies : Reading and Gardening

Languages Known : Hindi, English and Gujarati

Salary Expected : Negotiable

References : (1) Mrs. Seema Vyas

Principal

Modern Public School

Ahmedabad

(2) Dr. Prashant Mishra

HOD, Library Science

Govt. College of Arts

Delhi

DECLARATTION

I hereby declare that the above mentioned information is true to the best of my knowledge.

Place: Ahmedabad

Signature:

Date: 2nd September 2020

Name: Tarun Sisodiya

THANK

YOU