

ENGLISH

Long Composition: Job application



JOB APPLICATION

Applications for jobs are written in a very formal, precise, and to the point manner. In case the applicant has to focus on his qualifications and experience, a bio-data is enclosed. It includes important information regarding the candidate such as Name, Date of Birth, Contact Address, Educational Qualifications, Professional attainments, Experience, Hobbies, Marital Status, Salary Expected, and the References. The forwarding letter has the same format as an official letter. In case, the information about the applicant is not a detailed one, it is included in the body of the letter itself.

The biodata format or curriculum vitae (C.V.) is written in a standardized format. The forwarding letter reflects the personality of the writer. It must be brief and polite. While stressing personal qualities such as habits, manners, health, physique, etc., it should avoid the two extremes of bragging and ingratiating.

Sample

- You are Priya/Aditya Roy living in House No 7322, Sector 12, RK Puram, New Delhi. You have seen an advertisement in the newspaper for the post of a 'Software Engineer' in National Software Company. Write an application with complete bio-data to the Manager of the company.

Ans.

House No 7322
Sector 12, RK Puram
New Delhi-110022
14th January, 20XX
The Manager
National Software Company
25, Saket Road
New Delhi-110017

Subject: Application for the post of Software Engineer

Respected Sir

With reference to your advertisement in 'The Indian Express' dated 12th January, 20XX, I would like to offer myself as a candidate for the post of Software Engineer in your esteemed organisation. I will be highly obliged if you kindly select me for the said post. My curriculum vitae are enclosed herewith for your kind perusal.

Yours faithfully

Aditya Roy

Encl: CV

CURRICULUM VITAE

Name - Aditya Roy

Father's name - Amit Roy

Address - House No 7322, Sector 12, RK Puram, New Delhi-110022

Date of birth - 4th October, 1987

Health status - Medically fit

Marital status - Unmarried

Educational qualifications

Exam	College/Board/University	Year	Percentage
High School	CBSE	2004	85%
10 + 2	CBSE	2006	90%
B.Tech	IIT, Kharagpur	2010	92%
M. Tech	IIT, Kharagpur	2012	92%

Work experience	Presently working as Senior Programme Developer with Alpha Tech since July, 2012
Programming languages known	C, C++, .Net, Java, Fortran
Strength	Good time management
References	(i) Dr. S Kumar (HOD Computer Science), IIT Kharagpur-721302 (ii) Dr. PS Gupta (HOD Mathematics), St Stephen's College, New Delhi-110007

- You are Simran Gupta. Write an application for the post of HR Executive in a reputed company, enclosing your bio-data.

Ans.

66, Anand Vihar
New Delhi-110092
16th January, 20XX
The Recruitment Manager
Vivid Colours Pvt Ltd
Ghaziabad-201004

Subject: Application for the post of HR Executive

Respected Sir

This is in reference to your advertisement published in 'The Hindustan Times', dated 15th January, 20XX for the post of HR (Executive). I wish to apply for the said post in your esteemed organisation. If given a chance, I can prove my worth and will be never shy of hard work. I am enclosing my resume for your perusal

Yours faithfully

Simran Gupta

Encl: Resume

RESUME

Name - Simran Gupta
Father's name - KK Gupta
Address - 66, Anand Vihar, New Delhi-110092
Date of birth - 10th December, 1988
Marital status - Single

Educational qualifications

Exam	College/Board/University	Year	Percentage
High School	CBSE	2005	83%
10 + 2	CBSE	2007	84%
BA (Hons)	St Mary College	2010	65%

MBA (HR)	University of Delhi	2012	60%
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Work experience	Presently working in National Crates Company Pvt Ltd since July, 2012 as Personnel Executive
Languages known	English, Hindi
Strength	Positive attitude to work
References	(i) Dr. S Roy, HOD, Business Administration Department, University of Delhi (ii) Dr RM Singh, Director, National Crates Company Pvt Ltd, Ghaziabad