

2nd PUC

English examination

Grammar

Job Applications

Write a letter of application in response to the following advertisement, which appeared in ‘The Deccan Herald’ dated 01 November 2021. (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**

From

XXX
YYY

Date: 2-11-2021

To

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

Respected Sir,

Sub: Applying for managing director.

I write this letter in response to your advertisement in the Deccan Herald, dated 1 November 2021, 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 ABC

Name : XXX

Father's Name : YYY

Address : zzz

Date of birth : 1 january 1994

Nationality : Indian

Permanent Address : #11, 4th Cross
Shivaji nagar
Bengaluru 560 105
Karnataka.

Mob:9900099900 xxx@rediffmail.com

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

Qualification	Board/Universit y	Institution	Year of Completion	Marks (%)
PUC	PUE Board	GJC Banglore	2013	72%
SSLC	KSEEB	GHS Banglore	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.

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

CERTIFICATION

I, ABC 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

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.**

From

XXX
YYY

24 January 2017

To

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

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

Other interests/hobbies : Reading, Quizzing,

Event Management

Place: Bangalore

Date: 24 January 2017

XXX

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.

From

XXX
YYY

4 February 2017

To

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

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

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

THANK YOU

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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.**

From

XXX

YYY

10 March 2017

To

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

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.

From

XXX

YYY

12 March 2017

To

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

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 :

SI. 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
English	Spoken & Written
Telugu	Spoken & Written
Hindi	Spoken & Written
Kannada	Spoken Only
Malayalam	Spoken Only
Tamil	Spoken Only

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

XXX