

Letter for job Application Format, Examples, Samples, Topics

Question 1.

Yesterday while reading the local newspaper, you saw an advertisement about a temporary job as a tourist. guide in your town or city. As you need a job for three months, this summer, you decided to apply for the post. Write a letter to the advertiser, stating why you are suitable for the post. You are Kiran/ Karan Rao, 3/56 Andheri East, Mumbai.

Question 2.

A pharmaceutical company requires sales officers at various locations in north India. The candidate should be a science graduate below twenty-eight years of age. Three to four years of experience is desirable but not essential. The job requires selling the company's products to hospitals, private practitioners, and institutions. Apply for the above job stating your qualifications and experience. Write to the Sales Manager, North, ICI India Ltd., Ansari Road, Delhi-110002. Make up your name and address.

Answer:

785 K Block
Karwal Nagar
Delhi 1100XX

4 April 20XX

The Sales Manager (North)
ICI India Ltd.
Ansari Road
New Delhi 1100XX

Dear Sir

Subject: Application for the post of a sales officer

This is in response to your advertisement dated Feb. 8, 20XX in The Times of India', inviting applications for the post of sales officers in a pharmaceutical company. I wish to apply for the same. I am a twenty-five years old graduate. I did B.Sc. (Hons.) Chemistry from Hansraj College, Delhi. Thereafter I was employed by a local pharmaceutical company in 2000 as a medical representative. Working for this

company, I acquired experience in field marketing. I have successfully sold their 2000 medicines to hospitals and private practitioners.

I would like to work for your firm as it is a prestigious company. I am willing to travel out of the station, if necessary.

Hope my particulars meet your requirements.

With best wishes

Yours faithfully
Akash Sharma

Question 3.

You are Shrey/Shreya. Write an application in response to the following advertisement in a national daily. You consider yourself suitable and eligible for this post.

Applications are invited for the post of a Nursery Teacher / PRT in Y.K. International School, Ghaziabad, U.P. The candidate must have a minimum of 3 years experience of teaching at the primary and pre-primary level. The candidate must have a pleasant and energetic personality. An attractive salary is offered. Interested candidates should apply to the Principal with a detailed resume.

Answer:

A-59, A.P. Block
Kavi Nagar
Ghaziabad 2011XX
Uttar Pradesh

20 April 20XX

The Principal
Y.K. International School
Ghaziabad 2011XX
Uttar Pradesh

Dear Sir

Subject: Application for the Post of a Nursery Teacher

This is in response to your advertisement in The Times of India of 20 April 20XX. I am a qualified Nursery Teacher and wish to apply for the job.

I am 25 years old and a graduate from Raghunath College, Meerut University, Meerut. I completed the course for Nursery Teaching from the College of Education, Meerut. I have a diploma in Art and Craft. I can teach songs and dance to small children.

I am currently teaching in Sunrise Primary school, Ghaziabad. I wish to join your school for better career prospects.

I am enclosing my detailed **biodata**. I hope you will find my qualifications satisfactory. Hoping for an early response.

With regards

Yours faithfully

Shreya

Encl. : Biodata

Biodata

Name : Shreya
Date of Birth : 12 May 19XX
Permanent Address : C/o Mr Shiv Narain
A59, A.P. Block, Kavi Nagar
Ghaziabad, U.P.
Contact No. : 801000XXXX
Nationality : Indian
Education : 1. BA Hons. English — Raghunath College, Meerut, 20XX, 62%.
2. Nursery Teaching, College of Education, Meerut University, 20XX, 75%.
3. Diploma in Art and Craft, College of Education, Meerut University, 20XX, 80%.
Experience : Sunrise Primary School – from 20XX—20XX to present day.
Classes taken Nursery 20XX to 20XX. 3 and 4 – 20XX to present day.
Teaching English and EVS
References : 1. Mrs. S.K. Khare (Principal)
Raghunath Girls College, Meerut
2. Mrs. S. Bahri (Headmistress)
Sunrise Primary School
Ghaziabad, U.P.
Dated : 22 April 20XX
Place : Ghaziabad

(Shreya)

Question 4.

Standard Chartered Bank requires Officer Trainees to serve in its branches. The candidates should be the first-class graduates in any stream and should have participated in extracurricular activities. One year of work experience is desirable. Apply for this job stating your qualifications and experience. Write to The Head, Human Resources, Box. No. L-198-D, The Times of India, Mumbai.

Answer:

1553, Malkaganj
New Delhi

3 December 20XX

The Head
Human Resources
Box No. L-198-D

The Times of India
Mumbai
(Expand the hints to make full sentences.)

Dear Sir

Subject: Application for the post of Officer Trainee

With reference to your advertisement in the newspaper of date-My application for the same.

I am a fresh graduate-BA (English Hons) from St Stephen's College, Delhi-passed in 1st division in 20XX. I participated in drama and sports-staged English and Hindi plays for college as well as professional theatre companies-held drama workshops-Good sportsman-fast bowler I am keen to work for your bank as it offers excellent career prospects.

Hope you find my qualifications satisfactory.

With best wishes
Yours faithfully
Manish Chawla

Question 5.

You came across the following advertisement in a newspaper:

**A FAST EXPANDING REPUTABLE COMPANY IN
UAE, DEALING IN OFFICE FURNITURE,
REQUIRES DEDICATED AND
HARDWORKING:**

MATERIALS MANAGERS

Graduates with diploma in materials management and 5 to 10 years experience in similar capacity preferred. Persons willing to take responsibility, work under pressure and extreme climate desired, age below 40.

GOOD SALARY AND PERKS OFFERED TO THE RIGHT CANDIDATES

**PLEASE SEND HANDWRITTEN APPLICATION/ CV WITH A RECENT PHOTOGRAPH AND
TESTIMONIALS TO THE ADVERTISER, P. O. BOX 1825, DUBAI, UAE.**

You are interested in working in the UAE. Write an application with biodata for the job.
You are Hussain/Hashmi living in 15, Nizam Shahi Colony, Hyderabad.

Answer:

8910, A Block
Bharat Nagar
New Delhi 1100XX
India

9 August 20XX

The Advertiser
P.O. Box 1825
Dubai, UAE

Dear Sir

Subject: Application for the post of Materials Manager

This is with reference to your advertisement in the Hindustan Times of 3 August 20XX. I wish to apply for the same.

I am currently working as a Materials Manager with a reputable company. I have over twenty years of experience in the field. I have a diploma in Materials Management from Jawaharlal Nehru Polytechnic, Hyderabad.

I am enclosing my Biodata, a recent photograph, and testimonials. I hope my particulars meet your approval. I am keen to improve my career profile by working outside India and therefore would like to work for your prestigious company.

Yours faithfully
Hussain Ali Khan
Encl: Biodata
Photograph
Testimonials

Biodata

Name : Hussain Ali Khan
Father's Name : Raza Ali Khan
Date of Birth : February 2, 19XX
Address : 15, Nizam Shahi Colony, Hyderabad
Nationality : Indian
Education :
1. Diploma in Materials Management, J.L.N. Polytechnic, A Grade, 1997
2. AISSE from CBSE, Hyderabad Boys School, 1994
Experience :
1. Trainee Materials Executive, ABC Firm, Hyderabad, 1997—2001
2. Asst Materials Manager, ABC Firm, Hyderabad, 2001—08
3. Materials Manager, ABC Firm, Hyderabad, 2008 to the present day
Testimonials :
1. Zubair Ahmad, Chief General Manager, ABC Firm, Hyderabad
2. K. Ahmad, Principal, Hyderabad Boys School, XY Road, Hyderabad .
References : Same as Testimonials
(Hussain Ali Khan)
Signature

Question 6.

You are looking for the job of a Marketing Executive. You have come across the following advertisement:

SHUBHAM GARMENTS

A company in the business of manufacturing and marketing children's garments requires

MARKETING EXECUTIVES

The candidate should be a graduate with a charming personality and fluent in English, Hindi & Punjabi. Those with experience in similar line/service will be preferred. Salary negotiable. Applications must reach the Managing Director, Shubham Garments, Industrial Plot No. 416-419, Industrial Area III, Ludhiana before March 31, 20XX.

Write an application for the above-mentioned job. You are Nupur/Nikhil of 303, Phase 6, Mohali.

Answer:

303, Phase VI
Mohali XXXXXX

25 March 20XX

The Managing Director
Shubham Garments
Industrial Plot No. 416-419
Industrial Area III
Ludhiana XXXXXX

Dear Sir

Subject: Application for the post of Marketing Executive

I came across your advertisement in the Ludhiana Times of 1st March 20XX, seeking marketing executives for your firm. I wish to apply for the same.

I am a twenty-six years old Commerce graduate (B.Com Hons) from Punjab University. I have worked as a junior marketing executive with Vardhman Wool Products for about two years. I would like to mention that I possess good communication skills with fluency in English, Hindi, and Punjabi. I would like to work with your firm as it offers better career prospects.

Yours faithfully
Nupur Sharma