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Application for job format cbse class 12

Applications for work are written in a very formal, accurate, and to the point fashion. A biodata is included to assist the applicant to draw attention to his/hers qualifications and skills. Looking for an essay way to learn English Grammar? then you are in the right place. Here we offer basic English Grammar topics such as Tenses Verbs, Nouns, etc. Letter for Job Application Class 12 Format. Examples, Samples, Topics PdfJob ApplicationFormCovering letter • Biodata Address given or examination hall Date The staff manager / Principal of School name of company / school / organization Address Dear Sir / Madam Subject: Application for the post of _____ Body of the letter Refers to the advertising Reason for applying the eligibility Yours faithfully signed NameEnclosure :BiodataReferencesTestimonialsBiodata Format for Job Application Name : Father's Name : D.O.B : Age : Educational QualificationsExamBoard / UniversityYearDivisionAgeExperience • References : 1. Name : Designation : Establishment 2. Name : Designation : Establishment : Location :

Dear _____ Name _____ You are AdishNimmi Dhar B - Fort Road 94, Jammu. You've read the ad below. You are qualified for working. Write an application in 120- 150 words with CV. India Chemical Industries, DelhiRequires Accounts Officers Qualification : B.Com. Experience : Minimum 4 year Job requirement: Maintaining books of accounts, preparation of Balance Sheet, etc. Salary : Best in the industry Applies to : Managing Director, ICI, B - 12 Barakhamba Road, New DelhiAnswer: B - 94 Fort Road Jammu XXXXX 22 March 2017 The Managing Director (CI) B - 12 Barakhamba Road New Delhi 10XXXXWear Sr. Subject: Application for the Mail of Accounts OfficerThis is in response to your ad in 'The Times of India' of 23 March. I want to apply for the same as I have required qualification and experience. My Resume is hereby included for your kind of inspection and consideration. I can assure you that if selected, I will prove that this is an asset to your company. Your faithful Nimmi DharRESUMEName : Nimmi Dhar Mother's Name : Sheela Dhar Father's Name : Ashok Dhar Date of Birth: 10 April 1990 Sex : Female Marital Status : Married Permanent Address : B - 94, Fort Road, Jammu Address for Correspondence : C28 Janak Puri, New Delhi 1100XX Educational Qualifications : B. Wheel (Hons), Kalinga University, Jammu Job Experience : 5 years in Alcovac Chemical Industries New Delhi Reference : Ranvir Mehra, Incharge, Accounts Division, Alcovac Chemical Industries New DelhiQuestion 2: Sunshine Public School, Pune requires two sports coaches (one male and one female). Even persons should be a degree holder in physical education as well as a ISI certified coach in athletics. You've seen their ad and you know you have these qualifications. Write an application in 120 - 150 words with your Curric. You are PraveenDhawan, M - 114, Najibganj, Delhi. Answer: M114 Najib alghani Delhi 12 April 20XX The Main Sunshine Public School Pune New Sr Subject: Application for the post of an athletics coach I it is in response to your ad in the Times of India dated 11 April. for posting a male and a female coach. I find myself very suitable for the same as I not only have a degree in physical education, but am also a certified coach in athletics of the Sports Authority of India (SAI) with an experience of 5 years. I'm making my CV for your inspection. I assure you that if selected, will prove that it is an asset to your school. Yours faithful PraveenRESUMEName : Praveen Mother's name : Sunita Kumar Father's name : Prabodh Mal Address : M 114 Najibganj, Delhi Date of Birth: 30 April 1986 Wedding Status : Married Educational Qualifications : BA (physical education) and certified ISI coach in athletic Job Experience : 5 years in Pahal Public School, Najibganj Expected Salary : 70000 p.m. Ref: references : Mr. Deb (Principal) Pahal Public School, NajibganjQuestion 3: Baf Midsa Public School, Bhalu, urgently requires a postgraduate teacher to teach political science for which they placed an advertisement in Bhalu Express. You are SanjaySanjay Sharma of 21, Vasant Marg, Bhalu. Write a letter, including a CV, applying for the advertised mail. Vasant Marg Bhalu XXXXX ChhatrapatiJhule 2: 2013 The Main Baf Vidya Public School Bawale Marg Bhalu XXXXX ChhatrapatiGur Sir (Level): Application for the posting of a postgraduate teacher (political science)With reference to your advertisement in the Bhalu Express dated 15 May 20XX for the postgraduate teacher in Political Science, I want to submit my application for the same. I also attach my CV with this. Yours faithful sanjay Sharma Enel. CVCurriculum VitaeName : Sanjay Sharma Father's Name : Shi A.K. Sharma Place of birth : Pune, Maharashtra Address for Communications : 21, Vasant Marg, Bhalu, Chhatrapati Date of birth : 21 September 1990 Contact number : 981002XXX E-mail ID : sanjay2012@gmail.com Wedding Status : Unmarried Educational Qualifications : BA (Political Science) & MA (political science), BEd, MEd from Delhi University Languages known : Hindi, English Work Experience : Worked as PGT (political science) in SAI Public School Bhalu from March 2013 to February 2017 Last salary drawn : 165,000 per month (gross)Question 4: Write an application (including a Resume) in 120 - 150 words for the post of a receptionist advertised in a national newspaper by JKL Publishers, Peshwa Road, Pune. You are Karuna M114, Mal Road, Pune. You are Karuna M114, Mal Road, Pune. a graduate of SNET University and did a semesteral practice course from WYCA, Mumbai. Answer: M114 Mal Road Pune XXXXX 1 March 20XX The Manager JK Publishers Peshwa Road Pune XXXXX Dear Sir Under Application for the post of a receptionist It is with reference Your ad in The Times of India dated 26 February 20XX for mailing a receptionist. I am currently working with a reliable company in Delhi and since my father was transferred to Pune, I'm looking for work here. I would like to say here that I have an experience of almost five years and would prove to be a asset for your publishing industry if it is given a chance. I'm making my CV for your inspection. Your faithful KarunaRESUMEName : Karuna Date of birth : 20 October 19XX Address : 302, Shalwar Aparts Vivan Nagar, Pune Marital Status : Single Educational Qualifications : BA (Computer Science), SNET University CS (3 years) WYCA, Mumbai Experience : Five years with Heritage Publishers, Delhi Present salary : 25,000 per month Interests : Reading, listening to music Reference : Mr. Madan Director Heritage Publishers DelhiQuestion 5: You are PremPrasad, 16, TI Nagar, Bhopal. You would like to apply for the position of the Marketing Manager in a reputable firm in Mumbai. Write a letter to the Public Relations Officer, Chaitanya Enterprises, Mumbai, application for the work. Write the letter in 120 - 150 words giving your biodata. Answer : 16, T.T. Nagar (Bhopal) 1 December 20XX The Public Relations Officer Chaitanya Enterprises Link Road, Versova Mumbai 400XX Dear Sir Read Application for the Mail of Marketing Manager in response to your advertisement in 'The Times of India', dated 5 December 20XX for posting a marketing manager. I want to offer my candidature for the same I have required qualifications and excellent communication skills. I make a copy of my biodata for your inspection and friendly consideration. I have a passion for marketing and am eager to implement new strategies. Hope for a favourable response. Yours faithful prem Raghuvanshi Enel. 1. Photo 2. Testimonials & Certificates. 3. ResumeBIODATAName : Prem Raghuvanshi Father's Name : Sh. Vinesh Raghuvanshi Birth Date : 07 December 1986 Address : 16, TI Nagar, Bhopal Pin : 222XX, Contact : 982XXXX E-mail address: manager_prem@yahoo.in Status Educational : BBA from Tame Institute in 2011 with 78%l Com : Durgam College, Jaipur in 2008 with 89%Class XII : CBSE in 2009 with 98% HardshipmanClass X : CBSE in 2003 with 91%Experience : 1. Worked as Marketing Manager at Vistas Enterprises for the past 4 years.2. Shinya Enterprises is currently working as Marketing Chief Shinya Enterprises for the past 3 years. Co-curricular Activities Sports captain in school. He participated in the university and won numerous prizes. Hobbies: power : Leadership quality and excellent communication skills, Program Language C, JAVA, PHPs. Reading, playing outdoor sports Languages known : English, Hindi, FrenchReferences: Mr. Rajat Mehra CEO, Vistas Enterprises Delhi Mobile: 9999XXXX, Krishna Das MD, Universal Marketing Ltd, Bangalore, Karnataka Noe, 9999XXXX, 9999XXXXXXX.

