

CLASS XII

JOB APPLICATION

After attaining a certain age and qualification, people begin writing applications for jobs. Most of the applications are written in response to advertisements published in newspapers or those of employment agencies.

When you apply for a job, the letter consists of two parts-covering letter and the bio-data or curriculum vitae. The following points are to be remembered while preparing the covering letter.

- Follow the format of a formal letter.
- Your letter should be brief and to the point.
- Introduction - Mention the source from where you got the information about the vacancy you are applying for and your wish to apply for the post.
- Body - Give a brief summary of your qualifications – academic and professional, whichever applicable and experience, and how you feel that helps you to apply for the post mentioned.
- Conclusion - Make a reference to CV, photograph and other details enclosed, and express your wish to attend an interview.
Finish the covering letter on a promising and positive note.
- After signing off, give a short title 'Enclosures' and list the following:
 - Bio-data
 - Copies of certificates
 - Passport size photograph

The CV should have the following details.

- The Curriculum Vitae should present all your personal and professional details in a specific format.
- The CV has four parts:
 - Personal information
 - Qualification - academic and professional.
 - Experience
 - References
- Qualification should be written in a table with four columns:
 - Name of the exam, Name of the University, Year of passing and Percentage of marks
 - Qualification should be written from the current qualification to the first.
- Experience should be written from the current to the first.
- Referee's full name, designation, postal address and telephone number should be written.

SAMPLE JOB APPLICATION:

You are Preetinder Singh Gill. Recently you read an advertisement for the post of Mechanical Engineer in ITC Technologies Ltd., Manipal Centre Bangalore. Write an application for this job.

122, Bharat Nagar
Mangalore.

1st November 2016

The Manager
ITC Technologies Ltd.
Manipal Centre
Bangalore

Dear Sir

Sub: Application for the post of a Mechanical Engineer

In response to your advertisement in "The Tribune" dated 28 October 2016, I wish to offer my services for the post of a Mechanical Engineer in your renowned company.

I am a young engineering Post Graduate in Mechanical Engineering from IIT Kanpur. I have two years of experience in a reputed firm. I wish to work in a dynamic firm like yours and support the growth of your organisation and also my career advancement.

I am enclosing my bio-data herewith for your kind reference. If selected, I assure you that I shall work with utmost devotion and sincerity to your full satisfaction. I look forward to attending an interview at your earliest convenience.

Yours faithfully

Sd/

PREETINDER SINGH GILL

- Enclosures:** 1)-Bio-data
2) -Copies of certificates
3) - Passport size photograph

BIO-DATA

NAME (IN CAPITALS)	: PREETINDER SINGH GILL
AGE & DATE OF BIRTH	: 27 Years, 08 th October 1990
FATHER'S NAME	: MANINDER SINGH GILL
NATIONALITY	: Indian
GENDER	: Male
MARITAL STATUS	: Single
ADDRESS FOR COMMUNICATION	: 10, Green Field, Ludhiana

TELEPHONE NO. : 9556784324
 E MAIL ID : preetinder @ gmail.com

ACADEMIC& PROFESSIONAL QUALIFICATIONS:

Name of Exam	Name of University / Institution	Year of passing	Percentage obtained
M. Tech	IIT Kanpur	2014	72%
B.E	IIT Delhi	2012	95%
AISSE	CBSE	2008	78%
SSC	ICSE	2006	85%

Computer Skills

- Well versed with MS Office Suite (Word, Excel & PowerPoint), UNIX, Oracle & Internet Applications.

Projects and Trainings

- 45 days project on lacunae in electricity distribution in the district of Tonk.
- 30 days training on best practices in Hydro electricity generation.
- A week long project studying advantages and disadvantages in various sources of electricity generation.

Accolades

- Scholarship holder for 4 years during engineering provided by the college trust.
- “Student of the year” award for the year 2010.

Personal Information

HOBBIES :Reading, Travelling

REFERENCES : 1)Mr.C.K. Mehta
 Principal
 IIT Kanpu
 Phone: 2724863

2)Dr. Sunil Kapoor HOD Computers.
 IIT Delhi. Phone: 2462359

Sample CV for Civil Engineers:

Ronald Austin

Mobile: +9188*****

E-Mail: austin***@gmail.com,

Career Summary

- 4 years of rich work experience in the field of Civil Engineering and construction. Currently working with XYZ Co. Ltd.

- Expertise in planning, executing and managing civil construction projects as per the standard norms and policies.
- Excellent up to date knowledge of recent norms and codes in the construction industry.
- Effective communication & interpersonal skills with an ability to solve problems quickly.
- Proficient in dealing with contractors and keeping them on track to meet the deadlines.

Competencies

Project Management

- Monitoring and controlling the cost, time and quality of the project.
- Managing day to day operations of the project.
- Co-ordinating project review meetings to evaluate the progress and find solutions to problems

Site and Construction Management

- Perform field survey, collect data and plan actual construction
- Supervising day to day on-site construction activities to meet the deadline, cost and quality.

Resource Planning and Control

- Material and labour planning
- Appointing vendors for material and machinery procurement
- Co-ordinating with contractors and other supervisors
- Managing the team for best output
- Exercising and promoting safety precautions at site

Employers

- Currently working with ABC Co. Ltd. as Civil and Construction Engineer since Aug 2008.

IT Skills

Well versed with

- AutoCAD,
- MS Office,
- Internet Savvy

Education

- BE –Civil Engineering from XYZ University in 2007 with 68% marks
- Diploma in modern construction methodologies from XYZ Institute in 2009

Personal Details

Date of Birth: 154th July, 19**

Present Address :

Linguistic Ability :

Sample Question: You are Charles Mathew. Recently you read an advertisement for the post of Systems Analyst in IRWTC Technologies Ltd., Maryland USA. Write an application for this job.
