

Sender's address

Date (in expanded form)

Receiver's address

Subject: APPLICATION FOR THE POST OF

Salutation,

PARAGRAPH 1- (OPENING LINES) Begin the body of the letter by mentioning the source (from where you got to know about the job) of information about the job (e.g., newspaper) along with the day, date and advertisement number. Also mention the post you wish to apply for.

PARAGRAPH 2- Here, you are supposed to offer your candidature by briefing about your qualifications, achievements, previous experiences and your strengths. In other words, this paragraph should be an answer to the question: 'How are you the perfect candidate for the job?'

PARAGRAPH 3- In this part of the body, you are supposed to make a reference to the photograph (passport-sized), Bio-data or curriculum vitae and other detailed documents that you have enclosed. You can also appeal for a one-on-one interview.

End the body on a promising note, e.g., Looking forward to your positive response.

COMPLIMENTARY CLOSE- At the end of your letter, we write a complimentary closing. The words "Yours Faithfully" or "Yours Sincerely" are used.

SIGNATURE- Here finally you sign your name. And then write your name in block letters beneath the signature. This is how the recipient will know who is sending the letter.

(NOTE- Mention the name given in the question paper. Do not mention your personal details.)

BIO-DATA (HEADING)

NAME:

FATHER'S NAME:

DATE OF BIRTH: – In expanded form

ADDRESS:

AGE:

CONTACT NO.:

EMAIL ID:

NATIONALITY-

MARITAL STATUS:

QUALIFICATIONS:

NAME OF THE EXAMINATION	NAME OF THE BOARD/ UNIVERSITY	NAME OF THE INSTITUTION	YEAR OF PASSING	PERCENTAGE

- Qualifications must be written in tabular form with the above mentioned heads.

WORK EXPERIENCE- It should be written from latest to the oldest along with the duration.

ACHIEVEMENTS:

LANGUAGES KNOWN:

REFERENCES:

DECLARATION:

DATE:

PLACE:

SIGNATURE:

NOTE: The resume can be a part of the letter or as an enclosure