

# ARTS AND COMMERCE COLLEGE, ASHTA

**Class: B.A. I**

**Subject: Compulsory English**

**A Presentation on**

**‘Preparing a C.V. and Writing a  
Letter of Application’**

**By**

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INDIANA UNIVERSITY  
PURDUE UNIVERSITY  
FORT WAYNE

# Writing an Application Letter

- Write a letter covering the requirements in the given Advertisement
- Write brief and to the point statements
- Use Simple Language
- Don't make spelling or grammatical mistakes
- Mention the Day, Date, Address, Subject and Reference in the Application Letter.
- Complete the letter on the Single side of the sheet.

# Contents in the Application Letter

- The Application letter includes the following details:
  - Sender's Address
  - Date
  - Receiver's Address
  - Subject
  - Reference
  - Salutations
  - Main body
  - Complementary Close
  - Enclosures

# How to write an Application Letter

- Your address in the upper right corner within 3 lines
- Below that Mention date: DD/MM/YYYY  
Format
- In the left hand side write receiver's address, addressing to the authority, e.g. The Principal, The Secretary, The Manager etc.
- Mention the subject of the application letter such as: Application for the post of Assistant Teacher.

# How to write an Application Letter

- Reference should be given to the newspaper in which you found the advertisement.
- Then, below it at the right hand side mention the salutations like: Dear Sir, Dear Madam, Respected Sir etc.
- Mention the most necessary details in the main body of the letter such as qualification, experience etc.

# How to write an Application Letter

- Close the letter with complements like ‘Yours Faithfully’
- Make your signature and write your full name in the bracket below it.
- Put Enclosures at the end and name the list of documents attached with the application letter.

# Writing C. V.

- As soon as you finish the application letter, attach C.V. i.e. Curriculum Vitae of the applicant.
- C.V. is a record of your Personal details, Education, Work Experience, and other co-curricular activities as well as Achievement.
- It is the first impression you create before the board of interview
- Write all the details carefully.

# Contents of the C.V.

- Personal Details: Including Name, Address, Email, Contact, Date of Birth, Gender, Work Experience, Nationality, and Languages Known.
- Academic Qualification
- Additional Qualification,
- Work Experience,
- Hobbies,
- References



# Sample Advertisements

**TASK 2** i). Write a letter of application for the following advertisement:

**WANTED**  
Typist-Clerk  
Graduate, Eng., Mar. Typing necessary.  
MSCIT preferable.  
**Apply to Samarth**  
Educational Society, Karvenagar, Pune

ii) Read the following advertisement. Think of the necessary qualifications and experience necessary for the job and the write a letter of application for it.

**KIDZEE**  
Requires teachers  
Min. Exp. 6 months in  
Teaching pre-primary children  
  
Interested candidates send C.V. and  
application at  
[ravet@gmail.com](mailto:ravet@gmail.com)

# Sample Application Letter

Avinash B. Patil  
21, Sneha Sdan,  
Ravivar Peth, Pune 2

4<sup>th</sup> June, 2013

Pinnacle Pride,  
Tilak Road,  
Near Durvankur, Pune 2

Sir,

I am interested in the job of Copy-Paste through Internet as advertised by you in the Daily Maharashtra Times, of the second of this month. Your advertisement does not mention if the candidate selected for the post has to do this job of copy-pasting at home on his own computer or it is to be done at your office only. I have a computer at home with Internet connection and also a state of the art printer. I could do the job of copy-pasting as directed by you at home or at your office as well. I am doing my graduation at present. As my C.V. will show you, I have completed courses in computer programming. I hold certificates showing that I can handle the software such Java, C++, etc. I can be of use to you in any job to be done on computer. In addition to this, I know typing very well. Though I am doing my graduation, it is my final year, and I assure you that it will not come in the way of my doing a job for you.

I look forward to hearing from you.

Yours faithfully,  
sd/-  
(Avinash Patil)

Encl. C.V

# A Sample C.V.

## **CURRICULUM VITAE**

### **I Personal Information:**

Name : Manoj Damodar Pawar  
Address : Pushkar, 314 Shaniwar Peth, Satara,  
Dist. Satara, 415 110  
E-mail : [pawarm@gmail.com](mailto:pawarm@gmail.com)  
Phone : 02162- 253663  
Cell Phone : 9422435076  
Date of Birth : 15<sup>th</sup> June 1989  
Age : 22 years  
Marital Status : Single  
Sex : Male  
Nationality : Indian  
Languages Known: Marathi, English, Hindi

# Sample C.V.

## II. Academic Qualifications:

Course / Class Degree Obtained	Year Passing	School / College	Main Subjects	Percentage of marks
B. Lib.	April 2009	K. B. P. College, Satara		70 First
B.A.	April 2008	Kisan Veer Mahavidyalaya, Wai	English	66 First
H.S.C	March 2005	Kisan Veer Mahavidyalaya, Wai	English, Mar. Hindi, Economics, Geography, Sociology	68 First
S.S.C	March 2003	Wai High school, Wai		65 First

## III. Work Experience:

Period	Employer	Position held	Nature of duties
2009 June	L. B. S. College Satara	Assistant Librarian	Text Book Accession Section

## IV Additional Information:

- i) Completed a course in Computer Programming (Software)
- ii) Completed Training Programme in Infibnet.

## V Other interests:

Swimming, Reading, Painting, Photography

## VI Referees:

1. Mr. Sandip Gaikwad, Manager, Bank of Baroda, Satara
2. Mrs. Suhasini Kulkarni Principal, Happy English Medium School, Satara