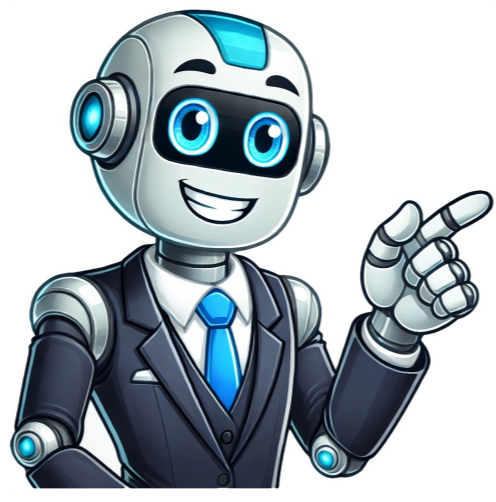


I'm not a bot



















## Job application letter example class 12

Experience : Minimum 4 years Job requirement : Maintaining books of accounts, preparation of Balance Sheet, etc. You are Ankit/Amrita, Dilkush Road, Sakinaka Mumbai.Ans. 5. You have seen their advertisement and you know that you have these qualifications. I am particularly impressed by [Company Name]'s commitment to [Company Values/Mission], as well as its reputation for [Noteworthy Achievement]. Write a letter to Books Galore, expressing your interest in the position along with your resumé.Ans. Apply, with full particulars and the emoluments expected, within a week to chief HR Manager, Sundaram Business Services, No. 05, Shanti Colony, Anna Nagar, Chennai-04. Core Strength : Leadership quality and excellent communication skills. Participated in declamation and extempore at state level competition in college and won many prizes. Attractive salary. I am enclosing a copy of my biodata for your perusal and kind consideration. By following the proper format, including relevant topics, and utilizing examples and exercises, you can enhance your chances of securing your desired job. Go through this CBSE Class 12 English Letter Writing – Letters Of Application for Jobs to learn English. Answer: M114 Najafgarh Delhi 12 April 20XX The Principal Sunshine Public School Pune Dear Sir Subject: Application for the post of an athletics' coach It is in response to your advertisement in the Times of India dated 11 April, for the post of a male and a female coach. then you are in right place. Programme language C, JAVA Hobbies : Reading, playing outdoor sports Languages known : English, Hindi, French References : Mr. Rajat Mehra CEO, Vistas Enterprises Delhi Mobile: 9999XXXXX Mr. Keshav Das MD, Universal Marketing Ltd. He/she should be creative and innovative. 2. In this article, we'll get you started with the basics of sentence structure, punctuation, parts of speech, and more. 7. Barakhamba Road New Delhi 1100XX Dear Sir, Subject: Application for the post of Accounts Officer This is in response to your advertisement in the Times of India of 21 March. Date : ..... Sincerely, [Your Name] Exercises For Letter Writing For Job Application Class 12 Identify a job posting and create a job application letter tailored to that position. asset to your publishing house if given a chance. Yours faithfully Nimmi Dhar RESUME Name : Nimmi Dhar Mother's Name : Sheela Dhar Father's Name : Ashok Dhar Date of Birth : 10th April 1990 Sex : Female Marital Status : Married Permanent Address : B - 94, Fort Road. Candidate must be a Post Graduate in Psychology, with minimum 5 years experience in counselling. You are Praveen(Praveena, M - 114, Najafgarh, Delhi. Carefully study the examples given and try to understand the pattern/way of writing an application for a job with biodata/resume. You think you are eligible to apply for the post mentioned. My resume is enclosed herewith for your kind perusal and consideration. I find myself very suitable for the same as I have not only a degree in physical education but am also a certified coach in athletics from the Sports Authority of India (SAI) having an experience of 5 years. Remember to customize each letter and avoid common mistakes. I assure you that if selected, shall prove to be an asset to your school. Ltd. I am confident that my skills and dedication would be a valuable asset to your esteemed institution. You are Sanjay/Sanjana Sharma from 21, Vasant Marg, Bhilai. Co-curricular Activities : Sports captain in the school. You are Aman/Aditi, 54-A, Gulab Road, Lucknow. Send your application in response to this advertisement. 3. I look forward to hearing from you soon.Yours sincerely,Vihan KapadiaEnclosure: BiodataBiodataNameVihan KapadiaFather's NameMr. Rihan KapadiaDate of Birth20th March, 1998AddressC-4/21, New Friends Colony, Surat - 395007Telephone No.98323XXXXMarital StatusUnmarriedEducational QualificationsBachelor of Commerce (2024) - National College of Commerce, Surat (First Class)SkillsMarket Research and AnalysisMarketing Strategy Development and Communication and Presentation Skills, Strong interpersonal and teamwork abilities, Working knowledge of AI tools.Languages KnownEnglish, HindiHobbiesReading, PaintingReferencesAvailable upon requestQ. I am at present working with a reputable company in Delhi and since my father has been transferred to Pune, I am looking for a job here. Additionally, I possess a working knowledge of AI tools, which aligns perfectly with your requirements.Also See: Money and Banking Class 12 MCQ Quiz - Test Your Understanding!! have attached my biodata for your consideration. Jammu Address for Correspondence : C/2/8 Janak Pun, New Delhi 1100XX Educational Qualifications : B. You think the job requirements are a good fit for your skills/personality. Thara GeorgeSunny Apartments, ABC Road, ErnakulamKerala2nd June 2024The HR Department PK Neurosciences Research Institute Pvt. Write an application in response to the advertisement. No. 11, ABC Road, ChandigarhTelephone No.98323XXXXMarital StatusUnmarriedEducational QualificationsBachelor of Fine Arts (Filmmaking) from JTTI, ChandigarhSkillsProficient in operating various film cameras and associated equipment.Functional knowledge of spoken and written Marathi.Excellent written and verbal communication skills with a clear and concise approach.Ability to manage multiple tasks efficiently and prioritize effectively under pressure.Languages KnownEnglish, HindiHobbiesReading, PaintingReferencesAvailable upon requestQ. Apply with detailed resume to the Principal, New Dawn Public School, Golf Road, Mumbai. If you would like to interview me, please contact me at [Phone Number] or [Email Address]. I would like to state here that I have an experience of nearly five years and would prove to be an. (120 - 150 words) Answer: 28, Vasant Marg Bhilai XXXXXX Chhattisgarh 2 June 2018 The Principal Bal Vidya Public School Ravidas Marg Bhilai XXXXXX Chhattisgarh Dear Sir Subject: Application for the post of a postgraduate teacher (political science) With reference to your advertisement in the The Bhilai Express dated 10 May 20XX for the post of Postgraduate teacher in Political Science, I wish to submit my application for the same. Job Application Letter Questions and Answers Examples Class 12 CBSE Question 1. AmritaDilkushod Road, Sakinaka, Mumbai23rd May 2024The Principal India Public School MumbaiDear Sir/Madam,Subject: Application for Dance Teacher positionI am writing to express my keen interest in the Dance Teacher position advertised in the Times of India on 20 May 2024. Additionally, I have actively participated in extracurricular activities, such as [Relevant Club/Association], where I honed my leadership and teamwork skills. I believe that my dedication, adaptability, and strong work ethic align well with the values and goals of your organization. Corn (Hons), Kalinga University, Jammu Job Experience : 5 years in Alcov Chemical Industries New Delhi Reference : Ranvir Mehta, Kicharge, Accounts Division, Alcov Chemical Industries New Delhi Question 2. You have seen an advertisement for the post of an English teacher in Rani Public School, Kolkata. Yours faithfully Sanjay Sharma Enel. Additionally, I am adept at creating engaging and challenging lesson plans for students of varying ages and abilities.I have attached my detailed biodata for your review. Name : Designation : Institution : 2. With my strong passion for [Industry/Field] and my solid academic background, I believe I am well-suited for this role. This article will provide you with a comprehensive guide on how to write an effective job application letter, including the format, topics to include, examples, exercises, and valuable tips. You have read the advertisement given below. Name: ..... The applicant must have a pleasant personality. He/She should have a minimum of five years of experience in HR functions. 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 saw the following advertisement in a national daily. Thank you for your time and consideration.Sincerely,Thara George(Biodata Enclosed)BiodataNameThara GeorgeFather's NameMr. Alpha GeorgeDate of Birth20th March, 1984AddressHSunny Apartments, ABC Road, Ernakulam, KeralaTelephone No.98323XXXXMarital StatusMarriedEducational QualificationsMaster of Science in Speech-Language Therapy (with 10+ years of working experience)SkillsSkilled in conducting comprehensive evaluations for speech disorders in adults and children.Proficient in implementing effective therapies and innovative techniques based on individual needs.Experienced in monitoring treatment progress and adapting methods as required.Experience in training and mentoring speech therapy students.Languages KnownEnglish, HindiHobbiesReading, PaintingReferencesAvailable upon requestHomework for you:Q. You are Karuna, M114, Mal Road, Pune, a graduate from SNDT University and have done a Secretarial Practice Course from YWCA, Mumbai. I look forward to the possibility of joining the dynamic team at [Company Name] and contributing to its continued growth and success. Worked as Marketing Manager at Vistas Enterprises for the last 4 years. I have requisite qualifications and excellent communication skills. I am confident that my skills and enthusiasm would be a valuable asset to your team. With practice and attention to detail, you can create compelling job application letters that impress potential employers. Applications are invited for the post of a nursery teacher in a reputed school of Delhi. Thank you for your time and consideration.Sincerely,Damanjit Singh(Bio-data Enclosed)BiodataNameDamanjit SinghFather's NameMr. Bamanjit SinghDate of Birth20th March, 1998AddressH Swap letters with a classmate and provide constructive feedback on each other's letters. I am enclosing my resume for your perusal. I am confident in my ability to identify and correct grammatical errors while maintaining the creativity and spirit of the children's writing.I have attached my resume and a writing sample for your review. My exceptional communication and multitasking abilities make me a quick learner and a valuable team member.I have attached my biodata for your review. While browsing through the Bharat Times of 26.01.20XX, you came across the following advertisement. India Assurance Company, New Delhi, has published an advertisement in Bharat Times for the recruitment of management trainees to be groomed as managers of their company. I am available for an interview at your earliest convenience.Thank you for your time and consideration. Send in your biodata and a covering letter along with your portfolio to the Sahitya Kala Parishad in response to the advertisement. You are Ashish/Nimmi Dhar B - 94 Fort Road, Jamrhu. I wish to apply for the same as I have the requisite qualification and experience. Jaipur, RajasthanDear Sir/Madam,Subject: Application for the post of Speech TherapistI am writing to express my keen interest in the Speech Therapist position advertised in a recent newspaper. You came across the following advertisement about an internship in editing that you would like to apply for. An upcoming food processing unit in Golaagon requires the following staff: Food technologist: 2 yrs degree/diploma in food technology having 1-2 yrs lab experience Accountant: B.Com, with minimum experience of 4-5 years in a manufacturing concern and conversant with sales tax laws Receptionist: Young female candidates fluent in English with good communication skills and proficiency in computer/Internet surfing with 2-3 years experience Please send your detailed resume within seven days to Manager, Fancy Foods, Sector 68, Goregaon. While going through the newspaper, you came across the following advertisement advertising vacancies for TV anchors and newsreaders. Basic English Grammar rules can be tricky. Bal Vidya Public School, Bhilai, urgently requires a post - graduate teacher to teach political science for which they have placed an advertisement in 'The Bhilai Express. Each should be a degree holder in physical education as well as a SAI certified coach in athletics. 25,000 per month Interests : Reading, listening to music Reference : Mr KM Madhraj Director Heritage Delhi Question 5. Working knowledge of AI tools - mandatory.Apply within 7 days to the Manager, HR, Ans. Applications for jobs are written in a very formal, precise and to the point manner. Should be conversant with the best HR practices in the industry and should have implemented a robust performance monitoring/appraisal system and productivity linked incentive schemes. You saw the given advertisement in the newspaper and wish to apply for the position advertised.Write a letter to PK Neurosciences Research Institute Pvt Ltd along with your bio-data, expressing your interest in the position vacant.Ans. With over 5 years of experience and a passion for nurturing young dancers, I possess the necessary qualifications to inspire students at India Public School.Highly skilled in both Bharatanatyam and contemporary dance forms. I have a proven track record of creating engaging and challenging routines for students of varying skill levels. A biodata is enclosed to help the applicant draw attention to her/his qualifications and skills. Letter for Job Application Practice Examples for Class 12 CBSE 1. I have a passion for marketing and am keen to implement new strategies. Write a letter of application with detailed resume for the post in 120-150 words.SITUATION VACANTWanted qualified and experienced School Counsellor for New Dawn Public School. You are Prem/Parul, 16, TT Nagar, Bhopal. No. 2) You are Damanjit Singh, a fresh graduate of film-making (BFA), from JTTI, Chandigarh. I am currently a Class 12 student at [School Name], specializing in [Subject/Stream]. Write a letter in response to the advertisement applying for the post. A job application letter, also known as a cover letter, serves as an introduction to your resume and allows you to showcase your skills, qualifications, and interest in a specific position. The document provides information on writing a job application and bio-data/CV for CBSE Class 12 students. You come across the following advertisement in 'The Times Today' for the position of School Counsellor for 'New Dawn Public School', Mumbai. Draft a letter including a CV, applying for the advertised post. Thank you for considering my application. A biodata is enclosed to help the applicant focus on her/his qualifications and skills. No. 3) India Public School, Mumbai, has given an advertisement in 'The Times of India' for the position of a Dance Teacher.SITUATION VACANTINDIA PUBLIC SCHOOL invites applications for the post of experienced and qualified Dance teacher with minimum 5 years experience, skilled in both classical and contemporary forms of dance. You come across the following advertisement in a national daily. Yours faithfully Prem Raghuvanshi Enel. 1. India Chemical Industries, Delhi Requires Accounts Officers Qualification : B.Com. Answer: 16, T.T. Nagar Bhopal 7 December 20XX The Public Relations Officer Chaitanya Enterprises Link Road, Versova Mumbai 4000XX Dear Sir Subject: Application for the post of Marketing Manager In response to your advertisement in 'The Times of India', dated 5 December 20XX for the post of a marketing manager, I wish to offer my candidature for the same. Important points Applications for jobs are written in a very formal, precise and to-the-point fashion. Yours faithfully Praveena RESUME Name : Praveena Mother's name : Sunita Kumari Father's name : Prabodh Mal Address : M 114 Najafgarh, Delhi Date of Birth : 30 April 1986 Marital Status : Married Educational Qualifications : BA (physical education) and certified SM coach in athletics Job Experience : 5 years in Petal Public School, Najafgarh Expected Salary : 70000 p.m. References : Mr. Deb (Principal) Petal Public School, Najafgarh Question 3. Mention additional skills, interests and achievements. Through my coursework, I have developed a deep understanding of [Key Skills/Concepts]. You are Shilpa/Sameer living in Bangalore. I am also attaching my CV herewith. While stressing on one's qualities, it is essential to avoid either bragging or being ingratiating. The candidate must have at least 5 years experience of teaching tiny-tots. Letter for Job Application Format Class 12 English CBSE Example Questions While the forwarding letter has the same format as an official letter, a biodata or curriculum vitae is written in a standardized format. During my studies, I honed my ability to analyze market trends and build effective marketing strategies. You are interested in applying for a scholarship being offered by the Sahitya Kala Parishad for Performing Arts (Dance). Looking for an easy way to learn English Grammar? Interested candidates should apply to The Principal, AKS International, Indirapuram, Ghaziabad within 10 days with a detailed resume. Conclusion On Letter Writing For Job Application Class 12 Writing an effective job application letter is an essential skill for individuals seeking employment. Thank you for your time and consideration.Sincerely,Amrita(Bio-data Enclosed)BiodataNameAmritaFather's NameMr. AnuragDate of Birth20th March, 1993AddressDilkushod Road, Sakinaka, MumbaiTelephone No.98323XXXXMarital StatusUnmarriedEducational QualificationsBachelor of Arts (Dance) - Delhi UniversitySkillsBharatanatyam (Classical) - 5 of experienceContemporary Dance - 5 of experienceChoreography - Proficient in creating age-appropriate dance routines.Languages KnownEnglish, HindiHobbiesReading, PaintingReferencesAvailable upon requestQ. Here we providing basic English Grammar topics like Tenses Verbs, Nouns, etc. Letter for Job Application Class 12 Format, Examples, Samples, Topics Pdf Job Application Format Covering letter + Biodata Address Given Or Examination Hall Date The personnel Manager/Principal of School Name of company/school/organisation Address Dear Sir/Madam Subject: Application for the post of ..... Body of the letter Refer to the advertisement Reason for applying Stating the suitability Yours faithfully Sign Name Enclosure : Biodata References Testimonials Biodata Format for Job Application Name : Father's Name : Address : D.O.B : Age : Educational Qualifications Exam Board/University Year Division % Experience • • References : 1. The applicant should be around 35 years of age with a postgraduate qualification in HR from a reputed institution. Apply for the same, giving your detailed biodata (curriculum vitae). 6. Bengaluru, Karnataka Mob. Write the letter in 120 - 150 words giving your biodata. Choose a post for which you think you are suitable. Yours faithfully Karuna RESUME Name : Karuna Date of birth : 20 October 19XX Address : 302, Shalimar Aparts Vihar Nagar, Pune Marital status : Single Educational Qualifications : BA (Computer Science), SNDT University CS (2 years) YWCA, Mumbai Experience : Five years with Heritage Publishers, Delhi Present salary : 9823xxxxx Email Address Marital : prem@yahoo.in Status Educational : Married Qualifications : MBA from Time Institute in 2011 with 78% B.Com. You consider yourself suitable and eligible for the post. Name : Designation : Institution : Place : ..... While the forwarding letter has the same format as an official letter, a biodata or curriculum vitae is written in a standardized format. You would like to apply for the post of the Marketing Manager in a reputable firm in Mumbai. Write a letter in response to the advertisement in 'The Times of India' for the position of a Receptionist. 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Knowledge of computers preferred. Sunshine Public School, Pune requires two sports coaches (one male and one female). Applications are invited by Sundaram Business Services, a division of Sundaram Finance Limited, for the post of Head HR, a middle management position, reporting to the Head of the Division in Chennai. 4. No. 25, ABC Road, DelhiTelephone No.98323XXXXMarital StatusUnmarriedEducational QualificationsSenior Secondary from High Horizon School(English Score 80%+)SkillsProficient in identifying and correcting grammatical errors.Excellent command over written and spoken English.Languages KnownEnglish, HindiHobbiesReading, PaintingReferencesAvailable upon requestQ. 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