

Letter Writing (Q. No. 32)

1. Write a letter of application in response to the following advertisement which appeared in 'The Hindu' dated 20 November 2017.

THE BANGALORE HOSPITAL
Requires
ASSISTANT PUBLIC RELATIONS OFFICER.
Applicants should be GRADUATES with minimum ONE YEAR experience.
FLUENCY in ENGLISH and the LOCAL LANGUAGE essential.
Apply Within one week to :
THE PERSONNEL OFFICER
THE BANGALORE HOSPITAL
202- KV ROAD
BENGALURU -560 003

(Write XXX for NAME and YYY for ADDRESS.)

2. Write a letter of application in response to the following advertisement which appeared in 'The Deccan Herald', dated December 10, 2017. (Write XXX for name and YYY for address.)

Apollo Hospitals
Require
STAFF NURSES
Qualification : B.Sc / Diploma in General Nursing
Fluency in English and the local language essential
Send in applications within 7 days
Apply to : Managing Director
Apollo Hospitals (Personnel Department)
No. 29, Gokul Road
Hubballi - 580115

3. Write an application in response to the following advertisement that appeared in 'The Indian Express' on January 10, 2018. (Write XXX for name and YYY for address.)

Oxford Higher Primary School
Dharwad
Requires
Teachers
Qualification : I Class in PUC with Diploma in Education
Knowledge of Kannada and English necessary
Send in your resume within 10 days
To,
The Headmaster
Oxford Higher Primary School, Saptapur, Dharwad - 580001

4. Write a letter of application in response to the following advertisement which appeared in 'The Times of India' dated 10 November 2017.

(Write XXX for name and YYY for Address.)

WANTED
Accounts Assistants
Applicants should have passed PUC Commerce
Computer Basics with Tally Compulsory
Apply within one week to:
The Regional Manager
Karnataka Financial Ltd.
Kasturba Road
Mangalore – 1

5. Write a letter of application in response to the following advertisement which appeared in the 'The Deccan Herald' dated 10 November, 2017. (Write XXX for name and YYY for address.)

Wanted
High School Teachers to teach English, Maths and Kannada
Applicants should be trained graduates
Should be able to teach in both Kannada and English medium
Apply within 15 days to
The Secretary
Sagar Education Trust
Vinobha Road,
Shivaram Pet
Mysore – 1

6. Write a letter of application in response to the following advertisement which appeared in 'The Times of India' dated 10 December, 2017.

(Write XXX for name and YYY for address.)

Sogo Retail Management Pvt. Ltd.
Requires Sales Assistants
Qualification : PUC pass
Fluency in English is essential
Working knowledge of computer is a must.
Apply within a week to : The Director,
Sogo Retail Management Pvt. Ltd.
Ramnagar
Bellary - 560015

7. Write a letter of application in response to the following advertisement which appeared in 'The Indian Express' dated 15 December, 2017.

(Write XXX for name and YYY for address.)

	Wanted First Division Assistants
Qualifications:	B.Com. Should know both Kannada and English typewriting. A Good knowledge of computer is required.
Apply immediately to	The Manager Laxmi Finance Company No. 166, Chennamma Circle Belagavi - 583421

8. Write a letter of application in response to the following advertisement which appeared in 'Indian Express' dated 6 September, 2017. (Write XXX for name and YYY for address.)

	WANTED PROJECT ASSISTANTS
Qualification :	P.U.C. or above with minimum 60% marks Good communication skill in English and Hindi, Kannada knowledge essential Experienced candidates preferred
Apply to:	The Manager, Shewtha Enterprises, 312 / A, Jnanabharathi, B.R. Ambedkar Road, Bangalore – 560014

9. Write a letter of application in response to the following advertisement which appeared in "The Indian Express" dated 15 November, 2017.

(Write XXX for name and YYY for address.)

	Wanted Sales Representatives
Qualification :	PUC or Diploma in Agriculture Marketing
Age :	21-30 years
Language :	Fluency in English, Hindi
Apply within 10 days to:	Manager (HR) Mahiko India Pvt. Ltd.. Fort Road Chitradurga - 570101

10. Write a letter of application in response to the following advertisement which appeared in The Telegraph dated November 17, 2017. (Write XXX for name and YYY for address.)

WANTED

Student Coordinator

Qualification : Any Degree with B.Ed

Should be good in English Communication

Apply immediately:

The Administrator

Global Minds Education Pvt. Ltd.

8th Mile, Hesaraghatta Road,

Bengaluru - 560057