

Job Application

Employment application means the letter written for getting a job. It is the primary means of introducing the job seeker to the employer. Through the job application, job seeker offers his or her labor and service for a return. Therefore, the application for employment acts as a personal advertisement. Job application contains appeal for the job along with the job seeker's personal data like name, address, qualification, and experience.

- ▶ A job Application consists of two parts- the covering letter (appeal) and the bio-data/CV.
- ▶ Cover letter
- ▶ The format for the covering letter is similar to the format of a Formal letter. It goes on like-
- ▶ **SENDER's ADDRESS-** The sender's address is usually put on the top left-hand corner.
- ▶ **DATE-** The sender's address is followed by the date just below it. This is the date on which the letter is being written. It is to be written in expanded form.
- ▶ **RECEIVER's ADDRESS-** Make sure you write the official title/name/position etc of the receiver, as the first line of the address.
- ▶ **SUBJECT-** Then we sum up the purpose of writing the letter in one line. This helps the receiver focus on the subject of the letter in one glance. It is important to underline the subject.
- ▶ **SALUTATIONS-** The general greetings used in formal letters are "Sir" or "Madam".
- ▶ **BODY-** This is the main content of the letter. It is either divided into three paragraphs or two paragraphs if the letter is briefer. The tone of the content should be formal. Do not use any flowery language. Another point to keep in mind is that the letter should be concise and to the point. And always be respectful and considerate in your language.
- ▶ **PARAGRAPH 1-** 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?'.
- ▶ Keep in mind that it should be to the point and clear. You should not sound boastful.

- ▶ **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.)

What do you mean by Bio-Data?

- ▶ Bio data refers to a person’s life, experience and achievements. It should be representative of all your personal and professional details in a specified format. It is generally divided into four parts:
- ▶ Personal Details
- ▶ Qualifications
- ▶ Experience
- ▶ References
- ▶ The Biodata or CV is generally divided into four parts as follows-
- ▶ Personal Details
- ▶ Qualifications
- ▶ Experience
- ▶ References
- ▶ It goes like-
- ▶ **BIO-DATA (HEADING)**
- ▶ **NAME**
- ▶ **FATHER’S NAME**
- ▶ **DATE OF BIRTH – In expanded form**
- ▶ **ADDRESS**
- ▶ **AGE**
- ▶ **CONTACT NO.**

- ▶ **EMAIL ID**
- ▶ **NATIONALITY-Indian**
- ▶ **MARITAL STATUS**
- ▶ **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.
- ▶ **REFERENCES-** One or two references can be given of the persons under whom the job seeker has worked.
- ▶ **DATE** **PLACE** **SIGNATURE**

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

Q.1 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. You are Sanjay/Sanjana Sharma from 21, Vasant Marg, Bhilai. Draft a letter including a CV, applying for the advertised post.

21, Vasant Marg
Bhilai

01 March, 20XX

The Principal
Bal Vidya Public School
Bhilai

Subject- Application for the post of a post-graduate teacher

Sir/Madam

In response to your advertisement in The Bhilai Express, dated February 25, 20XX for the post of a political science teacher in your renowned school, I wish to offer my candidature. I have 3 years of experience of teaching and I have produced meritorious students in my current school. I am proficient in Hindi and English equally with the knowledge of operating all the modern gadgets. I will prove an asset for your Vidyalaya. I am available for the interview on any day of your convenience. If given a chance to serve you, I assure you that I shall work with utmost sincerity and dedication up to your satisfaction. I am enclosing a copy of my bio-data for your perusal and kind consideration.

Thank you

Yours faithfully
Sanjay/Sanjana Sharma

Bio Data

NAME- Sanjay/Sanjana Sharma
FATHER's NAME- Mithun Sharma
DATE OF BIRTH- 25 July, 1984
ADDRESS- 21, Vasant Marg, Bhilai
PHONE-98100XXXXX
E-MAIL- sanjsharma@gmail.com
MARITAL STATUS- single
AGE- 28 years
NATIONALITY- Indian

Academic Qualification:

NAME OF THE EXAMINATION	NAME OF THE BOARD/ UNIVERSITY	NAME OF THE INSTITUTION	YEAR OF PASSING	PERCENTAGE
Secondary	C.B.S.E.	K.V. Umroi Cantt	2005	85
Sr. Secondary	C.B.S.E.	K.V. Umroi Cantt	2008	90
Graduation	Delhi University	Hansraj College	2011	68
Post Graduation	Delhi University	Hansraj College	2013	70
B.ed	Delhi University	Hansraj College	2015	79

► **NAMES AND ADDRESSES OF REFERENCES-**

- i) Mr. Vijay Mathur, Principal
D.A.V. School, Gurudwara Rd., Delhi
- ii) Mr. Satish Ohri
Head of Commerce Department
Punjab University, Chandigarh

Date: 1 March 2020

Place: Paresh Nagar Ranchi

Signature