INDIAN SCHOOL MUSCAT
SENIOR SECTION
DEPARTMENT OF ENGLISH
CLASS XI
JOB APPLICATION

After attaining a certain age and qualification, people begin writing applications for jobs. Most of the applications are written in response to advertisements published in newspapers or those of employment agencies.

A job application letter, also known as a cover letter, should be sent or uploaded with your resume when applying for jobs. While your resume offers a history of your work experience and an outline of your skills and accomplishments, the job application letter you send to an employer explains why you are qualified for the position and should be selected for an interview.

Thus when you apply for a job, the letter consists of two parts-cover letter and the bio-data or curriculum vitae. The following points are to be remembered while preparing the covering letter.

- Follow the format of a formal letter.
- Your letter should be brief and to the point.
- Introduction - Mention the source from where you got the information about the vacancy you are applying for and your wish to apply for the post.
- Body - Give a brief summary of your academic and professional qualifications, experience, and how you feel that helps you to apply for the post mentioned.
- Conclusion - Make a reference to CV and enclosures. Express your wish to attend an interview. Finish the covering letter on a promising and positive note.
- After signing off, give a short title 'Enclosures' and list the following:
  - Bio-data/ Copies of certificates/ Passport size photograph

The CV should have the following details.

- The Curriculum Vitae should present all your personal and professional details in a specific format.
- The CV has four parts:

  a) Personal information b) Qualification c) Experience d) References
- Qualification should be written in a table with four columns:
  - Name of the exam, Name of the University, Year of passing and Percentage of marks
  - Qualification should be written from the current qualification to the first.
- Experience should be written from the current to the first.
- Referee's full name, designation, postal address, telephone number and Email id should be written.

SAMPLE JOB APPLICATION

A) Global India Pvt. Ltd. has offered the job of Accountant in one of the national dailies. You, Ram Sharma, a resident of 29, Dilshad Garden, New Delhi have decided to apply for job in the offering. Write an application to the HR Manager of the company.
DAV. PUBLIC SCHOOL, MOGA requires a competent P.G.T. in English M.A. from a recognized University with minimum 5 years' experience of teaching Class XII, fluency in spoken English is a pre-requisite. Pay scale as per Govt. Grade. Apply within seven days with complete bio-data to Richard Crashaw, Principal.

B – 17,Green Field,
Ludhiana

10 November, 2O12

The Principal
D.A.V. Public School
Moga

Dear Sir

Sub. Application for the post of a P.G.T. in English

In response to your advertisement in 'The Tribune' dated 8 November, 2O12, I wish to offer my services for the post of a P.G.T. in English in your prestigious institution.

I did my Post Graduation in English and B.Ed. from Punjab University in the senior secondary level. I have 8 years of teaching experience and two years of experience in supporting the designing of curriculum in schools. I am hard working and am passionate about the noble vocation of teaching.

I am enclosing my bio-data herewith for your kind reference. If selected, I assure you that I shall work with utmost devotion and sincerity to your full satisfaction. I look forward to attending an interview at your earliest convenience.

Yours faithfully
Sd/
RAGINI SHARMA

Enclosures: 1) - Bio-data
2) - Copies of certificates
3) - Passport size photograph

BIO-DATA

NAME(IN CAPITALS)	:	RAGINI SHARMA
AGE & DATE OF BIRTH	:	32 Years, 8 /10/1980
FATHER'S NAME	:	Raj Sharma
NATIONALITY	:	Indian
GENDER	:	Female
MARITAL STATUS	:	Married

ADDRESS FOR COMMUNICATION : 10, Green Field, Ludhiana

TELEPHONE NO. : 9556784324

E MAIL ID : raginis@gmail.com

ACADEMIC& PROFESSIONAL QUALIFICATION :

Name of Exam	Name of University / Institution	Year of passing	Percentage obtained
B.Ed	Annamalai University	2004	75%
M A English	Punjab University	2003	72%
B.A English	Punjab University	2001	68%
AISSE	CBSE	1998	78%

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EXPERIENCE : Currently working as PGT English in Tagore Public School, Faridkot

: Worked in St. Bede's School as PGT, Jaipur for six years. (2004-2010)

SCHOLARSHIPS / PRIZES : Won Gold Medal for highest score in Linguistics.

: Have been a scholarship holder from Class X to Class XII.

HOBBIES : Reading, Travelling

REFERENCES 1) Mr.C.K. Mehta
Principal
Arya College for Women,
Ferozepur
Phone: 2724863

2) Dr. Sunil Kapoor
St. Bede's School
12, Kidwai Nagar
Jaipur
Phone: 2462359

Practice Questions:

1. You are Sajad/Sonali Banerjee, a resident of C-16, Mohan Nagar, Kolkata. You come across a job advertisement in a local daily for the position of a Web Designer. As you consider yourself eligible for the job, you decide to send an application along with a resume.

2.You are Raj /Rajni Mehra who resides in B-11, Sec-83, Gurgaon. You come across a job advertisement in a local daily regarding the position of an English teacher in a private school . As you wish to apply for the job, you decide to send your resume along with a cover letter.