Job Application Format for CBSE Class 12

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- Whether to write "To" above the address depends on the writer's preference. 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- This is where you greet the person you are addressing the letter to. Bear in mind that it is a formal letter, so the greeting must be respectful and not too personal. 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.

I: **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.

II: **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.

III: **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.)

<u>**Bio-data**</u>

After signing, you are supposed to mention the heading "ENCLOSURES" which will include the name of the documents and testimonials attached along with the cover letter. They may include the following-

I: Photograph (Passport-sized)

II: Bio-data or CV

III: Copies of certificates

IV: Any other

Biodata Format for CBSE Class 12 English writing skills

The Biodata or CV is generally divided into four parts as follows-

   i.   Personal Details
  ii.   Qualifications
 iii.   Experience
 iv.   References

Example:

BIO-DATA (HEADING)

<u>NAME</u>

<u>FATHER's NAME</u>

<u>DATE OF BIRTH</u> – In expanded form

<u>ADDRESS</u>

<u>AGE</u>

<u>CONTACT NO.</u>

<u>EMAIL ID</u>

<u>NATIONALITY-Indian</u>

<u>MARITAL STATUS</u>

<u>QUALIFICATIONS-</u>

NAME OF THE EXAMINATION	NAME OF THE BOARD/ UNIVERSITY	NAME OF THE INSTITUTION	YEAR OF PASSING	PERCENTAGE

- 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.

ACHIEVEMENTS

LANGUAGES KNOWN

SKILLS

WEAKNESSES

HOBBIES

REFERENCES

DECLARATION

DATE

PLACE

SIGNATURE

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

Job application and Bio data Tips

Tips to attempt a question on Job application and biodata

1. *Make sure you double check for grammatical accuracy and spellings. They carry marks.*
2. *Leave adequate number of lines between paragraphs to make it look clean.*
3. *Underlining the main points is very important. But it is advised to do it after finishing your exam. Use a pencil and scale for underlining.*
4. *Presentation is very important.*
5. *Read a lot of letters to get an idea.*
6. *Never mention any of your personal details, i.e., name, school name or address.*
7. *Never write in one go. Make sure you follow the right format and make paragraphs.*
8. *Don't use slangs or short forms.*

Job application with biodata Examples

Question 1:
You are Priya/Aditya Roy living in House No 7322, Sector 12, RK Puram, New Delhi. You have seen an advertisement in the newspaper for the post of a 'Software Engineer' in the National Software Company. Write an application with complete bio-data to the Manager of the company.
Answer:

House No 7322
Sector 12, RK Puram
New Delhi-110022

14th January, 20XX

The Manager
National Software Company
25, Saket Road
New Delhi-110017

Subject Application for the Post of Software Engineer Respected

Sir,
With reference to your advertisement in The Indian Express' dated 12th January, 20XX, I would like to offer myself as a candidate for the post of Software Engineer in your esteemed organisation. I will be highly ' obliged if you kindly select me for the said post. My curriculum vitae are enclosed herewith for your kind perusal.

Yours faithfully
Aditya Roy
Enclosed: CV

Curriculum Vitae
Name: Aditya Roy
Father's name: Amit Roy
Address: House No 7322, Sector 12, RK Puram, New Delhi-110022
Date of birth: 4th October 1987
Health status: Medically fit
Marital status: Unmarried
Educational qualifications :

Exam	College/Board/University	Year	Percentage
High School	CBSE	2004	85%

10 + 2	CBSE	2006	90%
B. Tech	IIT, Kharagpur	2010	92%
M. Tech	IIT, Kharagpur	2012	92%

Work experience: Presently wording as Senior Programme Developer with Alpha Tech since July, 2012
Programming: C, C++,.Net, Java, Fortran
Strength: Good time management
References :

- Dr. S Kumar (HOD Computer Science), IIT Kharagpur-721302

- Dr. PS Gupta (HOD Mathematics), St Stephen's College, New Delhi-110007