

JOB APPLICATION AND CV

Job Application

- Job application is needed for applying a job in any organization.
- This document will provide employers with a highly detailed account of the candidate's professional and educational history to decide whether to move him forward to the next step in the hiring process.
- Job application is a formal letter, which serves as the first communication between the candidate and prospective employer.
- It is important that the application stands out and gets the candidate shortlisted as a prospective employee.
- Job application contains appeal for the job along with the job seeker's personal data like: - Name, Address, Qualification and Experience.
- Job application has two separate parts;
 - 1 – Cover Letter
 - 2 – Curriculum Vitae (CV)

Cover Letter

- Cover Letter should be written in formal language and should be in correct spelling, grammar and punctuation.
- Cover Letter should be accurate, brief and concise.

Format of Cover Letter :-

1. Applicant's Address

The address is to be put on the top left hand corner and do not write the applicant's name or punctuate the address.

2. Date

Write the date below the sender's address after leaving a gap. Write date like 1st, 2nd, 3rd or 4th next write name of the month in full and followed by the year. Never write the date with hyphen or slashes.

3. Receiver's Designation and Address

Leave a gap after the date. Write the designation and address of the receiver. Do not punctuate the address.

4. Subject

Write the subject after leaving a gap below the receiver's address and above the salutation. Keep the subject concise and precise, not more than 6 to 8 words.

5. Salutation

Write the salutation like 'Dear sir' or 'Dear madam' below the subject after leaving a gap.

6. Body of the Cover Letter

Divide the body of Cover Letter in 2 or 3 short and concise paragraphs. Begin the first paragraph by mentioning the source of information about the job along with the date and advertise number. Also mention the post you wish to apply for. In second paragraph you are supposed to offer your candidature by briefing about your qualification, achievements and previous experiences. In the third paragraph you are supposed to make a reference to the photograph, curriculum vitae or bio-data and other documents that you have enclosed.

7. Complimentary Close

The words 'Yours faithfully' or 'Yours sincerely' are to be put in the left hand side below the body of Cover Letter after leaving a gap.

8. Signature

Sign the Cover Letter just below the complimentary close.

9. Enclosures

Write the name of the documents attached along with the Cover Letter. Documents like- Photograph, CV, Academic Certificates, ID Proof. Etc.

Example:-

COVER LETTER

55-A Sector 6
CDA Cuttack
Odisha

1st May,2020

The Executive Manager
XYZ Company
Bhubaneswar

Sub- Application for the post of Jr. Engineer

Dear Sir,

In response to your advertisement in The Times of India, dated April 26, 2020 for the post of Jr. Engineer, I wish to offer my candidature.

I am a fresher and I have passed Diploma in Mechanical Engineering with 1st division.

I am enclosing my Curriculum Vitae for your consideration. I shall be glad to provide any additional information in case you desire. I shall work with utmost sincerity and dedication.

Thank you

Yours sincerely
ABC

Enclosures:

1. Curriculum Vitae
2. Copy of Academic Certificates
3. ID Proof

Curriculum Vitae (CV)

- Curriculum Vitae (CV) refers to a person's life, achievement and experience.
- It is a representative of all the personal and professional details of the candidate in a specified format.
- This document shares an overview of career history, education, relevant awards and honours, scholarships, grants, research, projects and publications.
- A CV may also include professional references, as well as fieldwork, hobbies and interests relevant to candidate's profession.

Format of CV :-

- Name
- Father's Name
- DOB
- Gender
- Religion
- Nationality
- Category
- Marital Status
- Language Known
- Hobby
- Strength
- Address and Contacts
- Educational Qualification
- Experience
- Salary
- Date
- Signature

Example:-

CURRICULUM VITAE

Name :- XXX

Father's Name :- XXX

DOB :- DD/MM/YYYY

Gender :- Male

Religion :- Hindu

Nationality :- Indian

Category :- General

Marital Status :- Unmarried

Language Known :- Odia, Hindi, English

Hobby :- Reading Books

Strength :- Sincere, Honesty, Leadership, Hardworking

Address and Contacts :-

C/O- XXX

AT- XXX

PO- XXX

PS- XXX

PIN- XXX

DIST- XXX

STATE- XXX

Phone No:- XXXXXXXXXXXX

Email ID:- abcd@gmail.com

Educational Qualification :-

EXAM PASSED	BOARD	INSTITUTIONS	YEAR OF PASSING	PERCENTAGE OF MARKS
10th	XXX	XXXXX	XXXX	%
+2	XXX	XXXXX	XXXX	%
+3	XXX	XXXXX	XXXX	%

Experience :-

Expected Salary :-

Date:- __/__/__

XXXXXX

Signature

IMPORTANT QUESTIONS:-

1. A supervisor is required for your own construction, having a diploma in Civil Engineering with minimum two years experience. Salary negotiable.

Advt. No.- 105/33

Date:- 10.05.2020

**Sd / -
Project Manager
L & T (P) Ltd. Cuttack**

Draft a job application and attach your CV to it.

2. You are Mohan. Write a job application letter to ABC Co., Cuttack for the post of an Accountant Officer. Also give your CV for the same.