

Job and Interview related communications

Application writing एक कला है। आपको कई प्रकार की आवश्यकताओं के लिए कई स्थानों पर applications भेजने की आवश्यकता हो सकती है। आपको complain के लिए, character certificate के लिए, leave apply करने के लिए या किसी अन्य उद्देश्य से application लिखना करना पड़ सकता है। Application को effective बनाने के लिए, किसी को application लिखने की कला के बारे में पता होना चाहिए। To make the application



effective, one must be aware of the art of writing an application. An application comprises the following parts-

- (i) The address of the sender
- (ii) The date of application
- (iii) The name and address of the prospective receiver
- (iv) The salutation
- (v) The opening paragraph
- (vi) The body of the application
- (vii) The concluding paragraph
- (viii) The subscription
- (ix) The signature

How to draft a Cover letter

Cover letters, जिसे कभी-कभी आवेदन पत्र भी कहा जाता है, आपके आवेदन का एक बहुत महत्वपूर्ण हिस्सा है, चाहे आप विश्वविद्यालय में छात्र हों या उम्मीदवार, नौकरी की तलाश में हों। एक उचित cover letter draft करने के लिए कुछ सामान्य guidelines हैं-

1. यह सुनिश्चित करना पहले महत्वपूर्ण है कि आपके cover letter में structure और language दोनों easily understandable हैं।
2. The next thing which is important is नौकरी के लिए अपनी योग्यता प्रदर्शित करना। दो powerful sentences लिखना सबसे अच्छा है, जिसमें बताया जाए कि कार्य में आपकी रुचि है, उसे करने के लिए आपके पास आवश्यक कौशल है।
3. Last paragraph में आप बस बता दें कि आपका resume attached है। यह सुनिश्चित करना भी महत्वपूर्ण है कि आप पत्र को गलत तरीके से समाप्त न करें।

Printed letterhead को छोड़कर application के सभी part, left margin में लिखें। Application की language विनम्र, स्पष्ट और सम्मानजनक होनी चाहिए। Reciever के लिए application के purpose को समझना मुश्किल नहीं होना चाहिए। आइए एक उदाहरण देखते हैं-

Question- We are looking for volunteers to help out at a famous, international sporting event.



We're looking for friendly, respectful people with good language skills, good team skills and a 'can-do' attitude. We need people to welcome delegates, provide customer service and solve problems. If you think you have what it takes, apply now. **Write an application to become a volunteer.**

आपने इस advertisement को कहा पढ़ा था , letter को start वही से करें। आप किस post के लिए apply कर रहे

हैं ये mention करना भी बहुत जरूरी है। For example-

Dear Sir or Madam,

I am writing to apply for the Volunteer position advertised in the International Student Magazine.

Next, आपको अपना experience, qualifications (if any), and personal qualities को शामिल करना होगा। Finally, यह point करना अच्छा होगा कि आप interview के लिए available हैं। साथ में time भी बताएं के आप कब available हैं।

Sample Letter of Job Application for the above question-

Dear Sir or Madam

I wish to apply for the role of Volunteer advertised in the International Student Magazine. Please find enclosed my CV for your consideration. As you can see from my attached CV, I have over 5 years of experience in volunteering or customer service, and I believe the knowledge and skills built up during this time make me the perfect candidate for this position. I am also keen to keep improving my English, as this is not only a hobby but also a real need.

In my current role as a Customer Service Agent at ABC Ltd., I have been responsible for a 5% increase in revenue, which when coupled with my enthusiasm and dedication, has helped the business to a measure of success. I am confident that I can bring this level of success to your organisation and help the company build upon its reputation as an outstanding company. With my previous experience and expertise, I believe my contribution will have an immediate impact on the business. Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely
Ishita Siddhartha



Job Application for Banker

Dear Sir/ Ma'am

Good Afternoon

I was excited to see your opening for Banker, and I hope to be invited for an interview.

My background includes serving as a Personal Baker over the phone where my responsibilities included handling customer query related to balance enquiry, refunds, indemnity claims, ATM disputes, Fraud transfers etc.

In this position, I demonstrated the ability to resolve a variety of issues and complaints. I consistently met my targets. I gained considerable customer service skills during this period.

I also bring to the table strong computer proficiency in MS Word, MS Excel and CRM database applications. Please see the accompanying resume for details of my experience and education.

I am confident that I can offer you the customer service, communication and problem-solving skills you are seeking. Feel free to call me at 8899007766 to arrange an interview. Thank you for your time—I look forward to learning more about this opportunity!

Sincerely
Ishita Siddhartha

Thank you letter after getting the job-

MM/DD/YY

[Name]

[Title]

[Organization]

[Address]

[City, State, Zip Code]

Dear [Name],

It is with great honour and appreciation that I thank you for the job offer for XYZ position in your company. I am very delighted to inform you that I accept the offer with great enthusiasm.

I see my new position as an exciting opportunity to be a productive part of an already highly competent team.

I understand and accept all the terms in this offer. As discussed earlier, I will plan on starting this position at the beginning of next month. I shall complete all the obligatory formalities before the contract is signed. In addition, I will also submit all the necessary documents prior to the joining date.

I truly appreciate the courtesy you and your team has extended to me. Thank you again for your confidence in me. I am looking forward to beginning my work as a part of your organization.

Sincerely,
[Your Name]

Sample of Recommendation letter

PENGUIN NEW AGE HARDWARE
T-44, Sec 22, Faridabad

Ref no 2256/19/20XX/RKJ

DD/MM/YY

Mr Ram Kumar Jadon
1478, Neelam Chowk
Moradabad

Subject: Letter of Recommendation for M/S Bhikha Bhai & Sons

Dear Mr Jadon

In response to your letter dated 14th May, 20XX regarding the financial position and credit worthiness of M/S Bhikha Bhai & Sons Chandigarh, we are to inform you in strict confidence and without any risk, responsibility and liability on our part as follows In our opinion the company enjoys sound financial position and good creditworthiness in the market. We have been having cordial business relations with the company for the last six years. There has not been a single occasion when the party defaulted in payment. The above information must be treated as strictly confidential and is given without any responsibility, risk or liability on our part.

Thank you

Yours sincerely
TK Haritwal

General Manager

Letter to thank for the reference

PENGUIN NEW AGE HARDWARE
T-44, Sec 22, Faridabad

Ref no 2256/19/20XX/RKJ

May 20, 20XX

Mr Ram Kumar Jadon
1478, Neelam Chowk
Moradabad

Subject: Letter of Recommendation for M/S Bhikha Bhai & Sons

Dear Mr Jadon

In response to your letter dated 14th May, 20XX regarding the financial position and credit worthiness of M/S Bhikha Bhai & Sons Chandigarh, we are to inform you in strict confidence and without any risk, responsibility and liability on our part as follows. In our opinion the company enjoys sound financial position and good creditworthiness in the market. We have been having cordial business relations with the company for the last six years. There has not been a single occasion when the party defaulted in payment. The above information must be treated as strictly confidential and is given without any responsibility, risk or liability on our part.

Thank you

Yours sincerely
TK Haritwal
General Manager

John Doe
Marketing Student

john.doe@gmail.com ✉
416-821-9879 📞
Auckland, New Zealand 📍
linkedin.com/in/john.doe in
john.doe s

To:
Doris Johnson
Human Resources Manager
Optimal Workplace Inc. 321
Employment Avenue,
Auckland, New Zealand
05 January, 2019

Dear Ms. Johnson,

I am writing to express my interest in the summer internship program with your marketing company. I learned about your company through the student center at my university and, after visiting your website, I have immersed myself in your groundbreaking work in the transportation industry.

I am currently majoring in marketing, with a minor in statistics, and will receive my degree next spring. While I have a comprehensive marketing and analytics background, my emphasis is on government campaigns. I feel that your agency places prominence in similar areas and having the privilege of serving as an intern with you will increase my learning opportunities and give me the exposure I need to advance my career while using what I've already learned to make an impact on your clients.

After graduation, I hope to work for an agency like yours to grow my experience, serve clients and eventually start my own agency. With the right opportunities and experience working with prominent clients, I believe that I can achieve my goal.

I previously held an internship at another local advertising agency, working on critical projects for their clients. During that internship, I had the opportunity to learn the Adobe Creative Suite of products, including Photoshop and InDesign. I also learned how to craft compelling campaigns that garner attention in the healthcare space. I believe that my knowledge of digital marketing and social media could be of interest to you, as I read that you are looking to grow your social media team.

I would like the opportunity to meet with you to discuss internship opportunities you have available. Please let me know if you have any questions or would like to see specific work samples. You can reach me by phone at 416-821-9879 or by email at john.doe@gmail.com.

Thank you for your consideration.


Sincerely,
John Doe

John Doe

Project Manager

To:

Doris Johnson
Human Resources Manager
Optimal Workplace Inc. 321
Employment Avenue.
Sydney, Australia
5 June, 2019

john.doe@gmail.com 

416-821-9879 

Sydney, Australia 

linkedin.com/in/john.doe 

john.doe 

Dear Ms. Johnson,

As a highly skilled project manager with 11 years of experience, I am writing to express my interest in the project manager position at your company. My experience aligns well, as I have worked in project management for several years with a prominent retailer, and I know I would make a valuable addition to your team.

After working for over a decade in project management, I have advanced knowledge in developing scopes, keeping projects moving, submitting deliverables on time, and ensuring a seamless experience for all parties involved. Moreover, while my previous position afforded me a well-rounded skillset, including excellent relationship building and time management skills, I excel at:

- Outlining project scopes, managing timelines, and deadlines.
- Tracking and reporting on overall progress.
- Managing daily operations and implementation of new programs.
- Forecasting project revenue and ensuring all goals are met.

In addition to my experience and relationship-building experience, I have a solid educational foundation and a passion for furthering projects that build loyalty and, in turn, grow revenue for your organization. I would much appreciate the opportunity to contribute to your ongoing growth and continued success.

Please review my attached application for additional details regarding my expertise and achievements. Do not hesitate to reach out if you have any questions or need further clarification on my experience. I would love to meet with you and discuss this position in detail.

Thank you for your consideration.

Sincerely,
John Doe



John Doe

Customer Service Professional

To:

Doris Johnson
Human Resources Manager
Optimal Workplace Inc.
321 Employment Avenue.
San Francisco, CA

21 March, 2019

john.doe@gmail.com

416-821-9879

San Francisco, CA

linkedin.com/in/john.doe

john.doe

Dear Ms. Johnson,

With a formal background in marketing paired with my proven success in retail sales, I am looking to transition into public relations. I believe my skills and background make me an excellent fit for the position of Public Relations Specialist at your PR Firm in the department of consumer goods.

Having used your products, I am already knowledgeable about your brand and your offerings. I have followed with excitement as you launched new fragrances for various celebrities and have introduced an edgy personality to your branding and product lines. I would bring both passion and knowledge to promoting your brands to the press and the public.

Already trained in creating buzz, I was responsible for the social media content at my previous company. When my team decided to participate in the polar plunge two years ago, we used social media to create interest in donating to our cause, and we raised more than \$10,000 for the event.

I am confident the skills I honed in previous positions have prepared me for this opportunity with your firm. My expertise in your products and my experience in customer service and retail sales make me a great candidate for this opening. I would love to meet you and share more about my previous experience. If you have any questions, please give me a call at 416-821-9879 or email me at john.doe@gmail.com.

Thank you for your consideration.


Sincerely,
John Doe


John Doe
Business Manager


To:

Doris Johnson
Human Resources Manager
Optimal Workplace Inc. 321
Employment Avenue.
Melbourne, Australia
11 August, 2019

john.doe@gmail.com 

416-821-9879 

Melbourne, Australia 

linkedin.com/in/john.doe 

john.doe 

Dear Ms. Johnson,

I am a successful business professional with a proven track record of business growth and restructurings of multinational corporations. I would bring my tenacity and penchant for success to your organization in the capacity of the senior executive. As such, here are the skills I will bring to your company:

- A strong commitment to the industry, having contributed my talents in the food and beverage category in a variety of roles and capacities.
- Solid marketing background and the savvy to implement, understand and troubleshoot marketing operations while achieving business growth and increased market share resulting in profitability.
- The entrepreneurial spirit, adaptability, and knowledge that will bridge essential relationships to achieve business success.
- More than 18 years of strategic, forward-thinking initiatives that transcend the current state of the company to deliver profitability and achieve growth.

My MBA degree and leadership positions held in a volunteer capacity with various non-profit organizations further bolster my qualifications and aptitude to complete the job requirements. I'd like to discuss also with you the experience and value I will bring to your company as I have done so often in the past.

I will contact you in the coming days to arrange a discussion. If you would like to get in touch before then, please contact me using the information above.

Thank you for your consideration.

Sincerely,
John Doe

Jane Doe

jane.doe@gmail.com 

416-821-9879 

New York, USA 

jane-doe.com 

linkedin.com/in/jane-doe.com 

To:

Maria Winter, Ph.D.
maria.winter@harvard.edu
Department of Political Science at
Harvard University
Cambridge, MA 02138, USA
10 - 15 - 2018

To whom it may concern,

I am writing to express my interest in the doctoral program in the Department of Political Science at Harvard University, as it has always been my age-long ambition to become a political advisor to the President of the United States of America.

Thanks to the swift progress of my Bachelors and Masters degrees, it is glaring that studying and doing research are endeavors I would like to engage in even more. While studying for my BSc in Behavioural Psychology at Yale University, I developed a strong interest in the interaction between individuals and their environment and I found this very intriguing and interesting, specifically its influence in World politics today. After my Bachelors, I pursued a Master's degree in Political Communications also at Yale University, which I completed in January 2018.

I believe that there is no better place to continue my academic career in Politics as it relates to Behavioural Psychology than the Political Science department at Harvard University. I consider it a very rich experience to get the opportunity to meet students from all over the world and learn about their culture and values. Hence, courses like Democracy and Citizenship, Public Policy Analysis, and Management of Religious Diversity would give me more insight into how politics is affected in the world today by many other factors aside Behavioural Psychology. Considering the pedigree as well as the content of the Master's degree in Political Science at Yale University, combined with the knowledge I have garnered from my previous studies, I am confident that this Ph.D. brings me a step closer to my goal of becoming a political Advisor to the President of the United States.

I believe that I am a very diligent and highly motivated student; while studying for my Bachelors and my Masters, I did not fail any exam or fail to turn in any due assignment. I am certain to push through with the dedication I have always worked with to accomplish my goals and gain more knowledge and insight into political science. I developed a very deep interest in politics from my experience in working with the **[party name]** at **[party address]**, a political party in **[country name]**. Here, I attend meetings, determine political campaigning activities, design accurate slogans and texts for campaign purposes and devote myself to offline and online political campaigning.

Studying Political Science at Harvard University is an opportunity I would love to dedicate myself too wholeheartedly, and I hope that during my stay in Boston, Massachusetts, I will be able to contribute to the community in the best way that I can. Considering my academic performance so far and my desire to enrich mine and others' knowledge in political science, I am convinced that I will be a valuable addition to the programme. I hope to be given this chance, as I am confident that I am capable of meeting and even exceeding your expectations.

Thank you for considering my application.