Let's Learn: Writing

E. Write a job application for each of these posts with a suitable cover letter.

1. Answer this advertisement: Vacancy for young individual with sound educational qualifications, smart appearance and fluency in English for the position of salesperson. Freshers welcome. Apply to Manager, New Age Electronics, M G Road, Dimapur-797115.

2. Write a letter to the manager of a bookstore, applying for the position of storekeeper. State your experience, qualifications, reasons for leaving previous position, and give references.

3. This advertisement has appeared in *The Telegraph*: Situation vacant for Assistant Manager in a reputed textile company. Graduates/Post graduates with 5 years of experience in managerial position in any field may apply with biodata and references to Manager, Garden Textile Company, New Church Road, Kohima-797041.

4. Write a letter of application for the position of PGT teacher (Biology) to the Principal of New Shepherd Public School, Zunheboto, Nagaland.

5. Write a letter to the Vice Chairman, Apeekay Industries, Dimapur-797102, applying for the position of Secretary as advertised in the leading newspapers of your city.

Warm up: Listening and Speaking

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Letter of Application:

Page :- 12-15

Date
Page

* Formats to be followed:

Make box, Sender's address, date, reciever's address, subject, salutation, body, complementary close)
Followed by RESUME / Curriculum Vitae.

Q1. Write a job application with a suitable cover letter.
Answer this advertisement:
Vancancy for young individual with sound educational qualifications, smart appearance and fluency in English for the position of salesperson.
Freshers welcome. Apply to Manager, New Electronics, M.G. Road, Demapur 797115.

→

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Letter of Application:

Date
Page

Johnny Nath
Upper Chomdmari
Near Bethal Hospital
Kohima 797001

6th May, 2020

Peter Cliff
The Manager
New Age Electronics
M.G. Road Dimapur - 797115

Subject: Application for the post of a Salesperson.

Dear Sir,

I wish to offer my candidature for the post of a salesperson as advertised in the Nagaland Post dated 4th May, 2020.

I am 22 years old and have recently completed my graduation from St. Joseph College Jakhama. I have completed Soft Skills Training.

I am hardworking, punctual, passionate and optimistic. It would be a great privilege to work in company if you select me as

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Date
Page

a salesperson. For more details you can refer my biodata and letter of reference.

I can be contacted via email at johnnynath18@gmail.com or on my cell phone at +91-9862236355.

Thanking you in anticipation.

Yours sincerely,

Johnny Nath

RESUME

Name : Johny Nath
Father's Name: Peter Nath
Mother's Name: Gracy Nath
Date of Birth: 14/06/2001
Address : Upper Chandmari, Near Bethal Hospital, Kohima
Phone No: 8119826232
Email Address : johnnynath@gmail.com

P.T.O →

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(Cont. of - RESUME)

Educational Qualifications:

SL.NO	Degree	Institution	passing Year	Result
1.	B.Com	St. joseph College, jakhama Kohima	2019	1st Div
2.	HSSLC	Christian Hr. Sec. School, Dimapur	2016	1st Div
3.	HSLC	St. Thomas School, Dimapur	2014	1st Div

Professional Qualifications/Experience

SL.NO	Organisation	Duration	Designation	Responsibilities and Area of Expertise	Reasons for Leaving
1.	Vishal Mart	1 year	Salesperson	To guide the customers.	Due to less salary.
2.	Kohima Students' Union	2 years	Social & Cultural Secretary	To handle events or programmes	Tenure completed

(You can add as many rows as required.)

Referees

Name: James Thomson

Designation: Professor, Nagaland University

Address: Jail colony, Near State Library Kohima

Telephone No: 9436443322

(* The students are requested to refer to other sources for better understanding of job Application and RESUME)

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Formats of a Business Letter:

Now, study this format of a business letter. Compare it with the sample given above.

[sender's name]
[sender's organisation/company] (optional)
[address]
[city, pin code]

[date]

[recipient's name]
[organisation/company]
[city, pin code]

[salutation]

[short paragraph of introduction stating the purpose of the letter]

[additional information]

[concluding remarks]

[ending phrase]
[sender's name]
[designation and company name]

Enclosures: # (receipts/bills)

CC:

et's Practise: Writing

. On the basis of the information provided, write suitable business letters.

1. Write a letter to the manager of a bookstore, asking him to supply textbooks for Class 12 for the science stream. Mention that you shall make the payment on delivery of the books.
2. Write a letter to the landlord of your apartment, requesting him to make repairs to the ceiling of your apartment, which has been facing the problem of seepage for several months.

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Class - 12
Subject: English

BUSINESS LETTER

Q1. Write a business letter to the manager of a bookstore, asking him to supply textbooks for Class - 12 for the science stream. Mention that you shall make the payment on delivery of the books.

Answer on the next page →

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Business Letter:

Ans:

Jennifer Garner
Immanuel Hr. Sec. School, Dimapur
Near Central Jail, 4th Mile
Dimapur, - 797112

17th March, 2020

David Campbell
Crosswords Book Store
14 street, BOC
Near Blue Hill Counter
Kohima - 797001

Dear Sir,

I am writing this letter to you to bring notification to your bookstore that our school is in urgent need of those books which are mentioned below:

1. Physics of class-12 volume-2
   by Ramjan Singh
2. Chemistry of class-12 Volume-2
   by Ramjan Singh
3. Botany of class-12 volume-2
   by Ramjan Singh
4. Zoology of class-12 Volume-2
   by Ramjan Singh

P.T.O →

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(Cont. of business letter)

We need five copies of each textbook. I am assuring you that I will make the payment for the delivery of books through cheque.

I would appreciate and be grateful if you could supply the books at the earliest.

Yours faithfully,
Jennifer Garner
The Principal
Immanuel Hr. Sec. School, Dimapur

* Students are requested to make a reference to other sources for better understanding of Business Letter writing.

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