

**JOB APPLICATIONS
LETTER WRITING | LONG COMPOSITIONS**

What is a Job Application?

Employment application means the letter written for getting a job. It is the primary means of introducing the job seeker to the employer. Through the job application, job seeker offers his or her labour and service for a return. Therefore, the application for employment acts as a personal advertisement. Job application contains appeal for the job along with the job seeker's personal data like name, address, qualification, and experience.

What do you mean by BioData?

Bio data refers to a person's life, experience and achievements. It should be representative of all your personal and professional details in a specified format. It is generally divided into four parts:

Personal Details
Qualifications
Experience
References

Job Application Format (CBSE)

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.

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- 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”.
- 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.
- 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.

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.

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.

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.)

Bio-data

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-

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Photograph (Passport-sized)

Bio-data or CV

Copies of certificates

Any other

Biodata Format

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

Personal Details

Qualifications

Experience

References

It goes like-

- BIO-DATA (HEADING)
- NAME
- FATHER'S NAME
- DATE OF BIRTH – In expanded form
- ADDRESS
- AGE
- CONTACT NO.
- EMAIL ID
- NATIONALITY-Indian
- MARITAL STATUS
- QUALIFICATIONS
- (Qualifications must be written in tabular form)
- WORK EXPERIENCE- It should be written from latest to the oldest along with the duration.
- ACHIEVEMENTS
- LANGUAGES KNOWN
- SKILLS
- HOBBIES
- REFERENCES
- DECLARATION
- DATE
- PLACE
- SIGNATURE

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

Tips to attempt a question on Job application and biodata

- Make sure you double check for grammatical accuracy and spellings. They carry marks.
 - Leave adequate number of lines between paragraphs to make it look clean.
 - 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.
 - Presentation is very important.
 - Read a lot of letters to get an idea.
 - Never mention any of your personal details, i.e., name, school name or address.
 - Never write in one go. Make sure you follow the right format and make paragraphs.
 - Don't use slangs or short forms.
 - Try not to exceed the prescribed word limit of 150-200 words.
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EXAMPLE OF JOB APPLICATIONS & BIO-DATA

Remember, the more you read and practice, the better it is. As per, CBSE guidelines, it should not exceed the prescribed word limit of 150-200 words.

**1. Bal Vidya Public School, Bhilai, urgently requires a post-graduate teacher to teach political science for which they have placed an advertisement in The Bhilai Express. You are Sanjay/Sanjana Sharma from 21, Vasant Marg, Bhilai. Draft a letter including a CV, applying for the advertised post.(120 – 150 words)
(SOURCE- CBSE 2018)**

Answer:

21, Vasant Marg
Bhilai

01 March, 20XX

The Principal
Bal Vidya Public School
Bhilai

Subject- Application for the post of a post-graduate teacher

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Sir/Madam

In response to your advertisement in The Bhilai Express, dated February 25, 20XX for the post of a

political science teacher in your renowned school, I wish to offer my candidature.

I am enclosing a copy of my bio-data for your perusal and kind consideration.

I am available for the interview on any day of your convenience. If given a chance to serve you, I

assure you that I shall work with utmost sincerity and dedication up to your satisfaction.

Thank you

Yours faithfully

Sanjay/Sanjana Sharma

Encl.: Bio-data

BIO- DATA

NAME- Sanjay/Sanjana Sharma

FATHER's NAME- Mithun Sharma

DATE OF BIRTH- 25 July, 1984

ADDRESS- 21, Vasant Marg, Bhilai

PHONE-98100XXXXX

E-MAIL- sanjsharma@gmail.com

MARITAL STATUS- single

AGE- 28 years

NATIONALITY- Indian

ACADEMIC QUALIFICATIONS-

i. B.A. in Political Science

ii. M.A. Political Science

iii. B. Ed

HOBBIES- Trekking and reading

STRENGTHS- Good communication skills, computer literate, proficient in English, Hindi and German

NAMES AND ADDRESSES OF REFERENCES-

i) Mr. Vijay Mathur, Principal

D.A.V. School, Gurudwara Rd., Delhi

ii) Mr. Satish Ohri

Head of Commerce Department

Punjab University, Chandigarh

