

full of errors.

**The format for a job application is the same as that of an official letter.**

It may be written with or without a bio data. In case it is written without a bio data, the main body of the letter should contain the following information:

Personal information, e.g. age, health, sex etc.

Educational/professional qualifications.

Experience/suitability for the job.

The Bio data can also be separately written and attached along with the letter as an enclosure.

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**Sample letter for the post of P.G.T. English (in which Bio Data is included)**

53, Baragada,

*Brit Colony, Bhubaneswar.  
11 October, 2009  
The Principal,  
C.V. Raman College of Engineering,  
Bhubaneswar.*

*Dear Sir*

*Sub : Application for the post of a P.G.T. in English.*

*In response to your advertisement in "The Tribune" dated Oct. 11, 2009. I wish to offer my services for the post of P.G.T. in English in your prestigious institution.*

*I am a hardworking and honest person, who is passionate about the noble vocation of teaching. I wish to make a difference in the lives of people through education.*

*I am a Post Graduate In English having a degree in education as well. I have already worked with D.C. Model International School as a P.G.T. English for two years.*

*Now I am looking for a suitable job in Moga as my father has got transferred at Moga.*

*I shall be available for an interview on any day of your convenience.*

*If selected, I assure you that I shall work with utmost devotion and sincerity to your full satisfaction.*

*Hoping for a favourable response.*

*Yours faithfully*

*Kali Prasanna*

**Bio Data**

The application for a job is sometimes accompanied by a Bio data of the applicant. The Biodata is also called resume or curriculum vitae (C.V.). It contains full information about the candidate pertaining to the job requirement.

The relevant information will be included under the heading 'Bio data'.

This kind of a letter which has a separate Bio-Data attached with it is known as a covering letter. A Covering letter will be a formal official letter having the same kind of format, language and style.

The bio-data will be sent along with the letter and will be mentioned in the covering letter as an enclosure.

The following features must be mentioned in the bio data.

**Biodata**

1. Name in full .....
2. Father's Name .....
3. Date of Birth .....
4. Age .....

5. Permanent

Address .....

Telephone Number (if any) .....

6. Educational Qualification

(i) Secondary : School attended, course, examination passed, grades obtained

(ii) Technical/Professional : Degree or Diploma obtained ; institution/university

(iii) Any other

7. Experience (Name of institution, position held, nature of duties, duration)

(i) .....

(ii) .....

(iii) .....

8. Hobbies

(i) .....

(ii) .....

9. References (Name, designation, official address)

(i) .....

(ii) .....

10. Salary Expected .....

**Sample Application for the post of P.G.T. English**

**Write an application to the principal of Kalinga Institute Of Industrial Techonology, Bhubaneswar for the post of a P.G.T. in English.**

*53, High School Campus,*

*Brahmeswar Patna,*

*Bhubaneswar.*

*11 October, 2009*

*The Principal,*

*Kalinga Institute of Industrial Training,*

*Bhubaneswar.*

*Dear Sir*

*Sub : Application for the post of a P.G.T. in English.*

*In response to your advertisement in "The Tribune" dated Oct. 11, 2009. I wish to offer my services for the post of P.G.T. in English in your prestigious institution.*

*I am a hardworking and honest person, who is passionate about the noble vocation of teaching. I wish to make a difference in the lives of people through education.*

*I shall be available for an interview on any day of your convenience.*

*If selected, I assure you that I shall work with utmost devotion and sincerity to your full satisfaction.*

*Hoping for a favourable response.*

*Yours faithfully*

*Manas Ranjan*

*Encl. : Bio-Data and Testimonials.*

### BioData

Name : Manas Ranjan  
 Father's Name: Sh. Swami Ranjan  
 Address : 53, Ananta Vihar, Pokhariput  
 Age : 32 Yrs.  
 Marital Status : Married  
 Nationality : Indian  
 Education Qual.: (i) B.A. from Utkal University, (70% marks)  
 (ii) M.A. (English) from Utkal University (66% marks)  
 (iii) B.Ed. from Utkal University (78% marks)  
 Experience : (i) Working as a P.G.T. English in CV Raman School,  
 Hobbies : Reading, Music  
 Salary Drawn : Rs. 13,000/pm  
 Salary Expected: Govt. grades with minimum 2 additional increments.  
 Reference : Mr. Raajiv Mohanty, Chief Co-ordinator, CV  
 Raman International School, College Road, Bhubaneswar  
 Ph. No. 098141-48946

### Helpful Hints

Experience has shown that candidates find it difficult to start and close a letter of application and also to handle the question of 'expected salary' where required. To help you get over this difficulty a few sentence intended as a guide are given below:

### Opening Sentences

1. My intensive and varied training in several important aspects of business management should prove of value to you in setting up your new branch at

The question of salary raises difficulties and you will agree that it would be unfair if I quote something now. When we sit together and you judge my capabilities, only then we shall be able to decide the salary.

I have every hope that you will give me a chance to work under your kind control and thus offer an opportunity to prove my claims.

Yours faithfully,

Rajiv Mohanty

### 2. Application for Stenographer's Post

24, Vani Vihar,

Bhubaneswar.

23rd March, 2008.

M/s. Mohanty Graphics,

22, Circular Road,

Bhubaneswar.

Subject: Application for the Post of a Stenographer.

Dear Sirs,

I have come to know from reliable sources that a post of stenographer has fallen vacant in your office. I beg to offer my name as a candidate for the same.

I am submitting below a summary of my qualifications and experience.

Qualifications: Passed B.A. Examination of Utkal University in the first class, stenographic speed is 120 W.P.M. .. and typing speed 60 W.P.M.

Age: 25 years

Experience: Working as stenographer with M/s. V.K. & Co., Delhi for the last three years. The only reason to leave the present job is to brighten my future prospects and serve at Delhi.

I shall be glad to call upon you, any time you desire, for an interview.

Salary : I am prepared to serve for any reasonable salary that you may be pleased to offer. I sincerely hope that you will give me a trial before deciding about the salary, which in your opinion would be appropriate for the work I shall do.

Yours faithfully,

V.K. Mohanty

### 3. Application for the Post of an Air Hostess

234, Mayur Vihar,

Baleshwar-110041.

August 15, 2008.

The H.R.M.,