

Job Application

- **Job application is of two types –**
- **1. Solicited**
- **2. Unsolicited**

Solicited Job Application

- When a job application is written in response to an advertisement or an announced job opening, it is known as solicited job application. Such application is submitted only when it is known that there are some vacancies in the organization.

Unsolicited Job Application

- When an application is sent to an organization that has not announced any vacancy, it is known as unsolicited job application.
- Such application reach the organization without an expectation, therefore ,stand a better chance of being read.

- Few points for preparing a good application-
- 1. Write in beautiful hand writing
- 2. The language should be easy and full of courtesy
- 3. Be specific
- 4. Avoid repetition
- 5. Be formal

Job application (solicited) covering letter

Raj Saxena
40, Friends Colony
Hyderabad 500024
Tel xxxxxxxxx

6th November, 2013

The General Manager
JVS Motors
Central Towers
Hyderabad 500001

- Respected Sir

In response to your advertisement in 'Times of India' dated 5th November, 2012, Monday. I wish to apply for the same, for the post of Customer Care Officer. As you can see from my attached CV, I am well qualified for the post, with a first class at graduation and two years' vigorous experience in Sales.

I hope you will please grant me the opportunity of an interview where you may know me better. I trust I can do very good justice to the job in case I am selected.

Yours Faithfully

Sd/-

Raj Saxena

Encl: CV

Unsolicited job application

- Shalini Gupta

125, Old Agra Road

Nashik

Tel xxxxxxxx

5th November' 2012

The Director

Sharddha Computer Institute

Nashik

Subject: Application for the post of instructor.

I understand that you have openings for training personnel and I offer myself as a candidate for the post of an instructor in your institute. I possess the necessary qualifications, viz. an MS (computer) and a fair degree of fluency in English, Hindi and Marathi. Other particulars of my background are detailed in the enclosed biodata.

Would you please call me for an interview where you may judge my personality and knowledge for the post? I may add that I love teaching and would do my best in the position applied for.

Thanks

Yours truly

Sd/-

(Shalini Gupta)

Encl: Biodata

Other qualifications: NTT from Kanpur with 76.0% marks. MS office in 2006 from Apex Computers, Mumbai, a reputed institute.

- **Work experience:** Taught English to 10 and 12 students.
- The Anchor of all the activities organized in school.
- Made English as interesting subject for students.
- Worked towards the personality development of the students.
- Received best teacher award.

Prizes: Won the intercollegiate Table Tennis championship as a graduate student .

Interests: Reading Fiction, Pen friendship, Music

Language Known: Hindi, English, Punjabi

References:

1. Prof. R.K Melhotra
Reader , Department of English
NM College, New Delhi 110064
Tel.xxxxxxxx
2. Dr. P.C. Gangwani
Department of Ophthalmology
Getwell Hospital
Mumbai 400004