

## Unit 4

### Writing

#### 4.1 Job Application Letter and Resume

##### What is a Job Application Letter?

A **letter of application**, also known as a cover letter, is a document sent with your resume to provide additional information about your skills and experience to an employer. The letter of application is intended to provide detailed information on why you are a qualified candidate for the job.

**Tips:** Effective application letters explain the reasons for your interest in the specific organization and identify your most relevant skills

A perfect cover letter for your resume is made of the following four parts:

**Salutation:** A professional greeting that addresses the hiring manager by name

**Introduction:** An attention-grabbing opening paragraph that introduces yourself, your intention to apply for the open role

**Body paragraphs:** At least two paragraphs describing your relevant professional experience, achievements, skills, and education

**Closing paragraph:** A cover letter ending that contains a call to action (CTA), asking the hiring manager to invite you in for an interview.

**EX: 1 Microtek industries is looking for interns for their engineering department for their Bangalore and Pune offices. Fresh graduates from electronics/computers/ civil streams can apply for internship with their CVs to M/s Microtek Industries, 219, Pritvi avenue, Bangalore 21**

From

M. Neev Nithin,

13, jawaharlal street,

1st Avenue, Anna

nagar, chennai.

600040.

To

M/s Microtek Industries,

219, Pritvi avenue,

Bangalore 21

Sub: Application for internship- reg

Respected Sir,

Your advertisement for interns in 'The Hindu' dated 20.05.2018 interested me as I am confident that I possess the requisite qualification and skills. I am a B.Tech Electronics and Communication Engineering graduate. I completed my degree with a 9.5 CGPA from college of Engineering, Guindy in May 2018. I did a project award in an inter- university competition. I have attached my resume for the other details of my qualification and skills. I hope that my qualification and skills will merit your consideration. I would be happy to attend a personal interview to further discuss my skills.

Thanking you

Yours truly

Sign

Encl: Resume

RESUME

M. NEEV NITHIN

13, Jawaharlal street

1<sup>st</sup> Avenue

Anna Nagar

Chennai-600048

Email: [neevnithin@gmail.com](mailto:neevnithin@gmail.com)

**Objective:**

To being my career in a dynamic environmental where I have opportunities to get experience and expertise and to further enhance my career prospects.

**Education:**

May 2018 : B.Tech Electronics and Communication Engineering. College of Engineering Guindy, 9.5 CGPA

April 2014: H.Sc in K.M. Boys Higher Secondary School, Avadi, Chennai-54; 95%

**Project done:**

Did a project in VLSI Designs, which won the “ Best Project Award” in “ Tech fest”, an inter university technical symposium held in JNK Technical University, Delhi in 2017.

**Computer Skills:**

Languages : C, C++, Java

Operating Systems: Unix, Linux, Windows Application:

MATLAB, Oracle, Web Designing

**Co-curricular Activities:**

- Presented a paper titled, “Recent developments in Mobile Networks” in the Fourth International conference on Communication Networks held in Malaysia, in 2016
- One of the organizing Committee members of the technical symposium “Convergence” conducted by our college in August 2017.

**Extra-curricular Activities:**

- Student secretary for University Sports Club
- Captain of the football team
- Won several medals and trophies in football in Zonal and State level

**Personal Details:**

Date of Birth : 15.03.1997

Father's Name : V. Manickam

Marital Status : Single

Language Known : Tamil, English, Hindi, German

Interests : Reading, books and Blogging on Football

Reference : Dr. Anu Durairaj

Head of the Department

Department of Electronics and Communication Engineering

College of Engineering,

Chennai-85. Example: 2 Respond to the following with a job application and resume.

Mac & Co needs project Managers. They will be responsible for the delivery of substantial projects in an area of strategic importance in various fields of engineering. The candidate will be expected to make strategic and technical decisions regarding the budget, manpower resourcing and design. The main responsibilities will also include planning and executing and ensuring the project team are motivated and focused, having clear targets and milestone deliverables. Candidates with a first class engineering degree can apply. They are also expected to be knowledgeable and experienced in the project management testing, maintenance and commissioning electro-mechanical equipment. Send your application with your resume to the HR Manager, Mac & Co., First Street, Parrys Corner , Chennai 1.

02/06/2016

**ANSWER:**

Mr.Nirmal Ponnambalam

13.Kamaraj Avenue,

Gandhi Enclave

Arpakkam,

Kanchipuram 631603

**The HR Manager**

Mac & Co

First Street ,Parrys Corner

Chennai 600001

Sir,

**Sub: Application for the post of project Manager-reg.**

I am delighted to know that your company is on the lookout for experienced Project

Managers. I would like to be considered for the post. I am a postgraduate in Manufacturing Engineering with five year experience in a small Company. Being a small concern, I got the opportunity to work in all the departments. I am very confident that my proven capacity in the diverse department will be an asset to your organization where meeting targets is the mantra. As a design Engineer, I had designed a robot to do some of the small operations in a precise manner. In addition to my ability to commissioning electro-magnetic equipment, maintaining and rectifying small defects in any machinery, I have experience in preparing budgets of over 2 core rupees and delivering results to the satisfaction of all concerned, In addition to these areas of expertise, I am a efficient leader striking a perfect balance friendly and approachable and at the same time being a tough task master. I know that success in an organization depends on the constant innovation and quality delivery, as true professional, I am willing to take ownership and accountability for the projects under my control. I am interested in working in a vast organization like yours and thereby expanding my thirst for knowledge and expertise. I would like to discuss my application further during the interview  
Yours faithfully,

Nirmal Poanambalam

**RESUME**

Nirmal Ponnambalam

13.Kamaraj Avenue,

Gandhi Enclave

Arpakkam,

Kanchipuram 631603

[Nirmalpon@gmail.com](mailto:Nirmalpon@gmail.com)

### **OBJECTIVE**

Project Management position with focus on concept designing, manufacture, testing, maintenance, commission of electro-mechanical equipment, budget and manpower management.

### **SUMMARY OF QUALIFICATIONS:**

- ✓ Organized and goal-oriented with more than three years in project management with customer focus
- ✓ Ability to solve problems in real time situations and able to anticipate situations and create new systems
- ✓ Skilled in promoting rapport with client and team players
- ✓ Ability to delegate work and motivate the team to execute and meet targets on time.
- ✓ Well versed in computer usage enabling easy documentation, execution and presentation at meetings

## **PROFESSIONAL EXPERIENCE**

2013 to till date- Assistant project Manager at Crans Manufacture Pvt Ltd.

### **Project Management and Leadership**

- Directed the planning design, product and management of online applications
- Supervised the team in the design section, testing section and commissioning section
- As the member of the customer service department, spearheaded and developed a department interact resulting in fastest access to inform by the staff and the client.
- Arranged frequent meeting with the interdepartmental work force and discussed policy issues and recommended improvement in service conditions.
- Initiated cross training with order departments to enable lucid work flow.

### **Budget**

- Conducted economic research across market zones, analyzed data and gave inputs to the finance department to prepare the Quarterly, Half yearly and Annual reports • Refined and improved the marketing strategy through corporate programs

### **Team player:**

- Initiated a Recreational Club and encouraged the workers to spend their leisure in relaxing activities that helped to improve efficacy.

- Starting a newsletter and encouraged the workers to pen their thought through tidbits, articles, drawing etc.

## EDUCATION & TRAINING

- ✓ M.E Manufacturing Engineering at IIT, Chennai from 2011-2013
- ✓ B.E Mechanical Engineering at Anna University from 2006-2010
- ✓ Did internship at Ford Company, Hyundai Service Center, Ashok Leyland Manufacturing Division, Hosur.
- ✓ Was secretary of the Mechanical Department of the University and organized many symposiums, SAE Workshops, etc.
- ✓ Organized Personality Development Workshop for those who are weak in communication.

Example:

Write a letter of application for the post of Junior Engineer with a Resume to the Manager.

Textro Electronics Pvt.Ltd, Coimbatore

R.Raju 7/2/2020

Nehru Street

Chennai-06

The Manager,

HR Department,

Textro Electronics pvt.ltd, Coimbatore.

Dear Sir/ Madam

With reference to the advertisement in The Hindu; dated 02.02.2020. I could like to apply for the part of junior engineer in your esteemed company. I am an Electronics Engineer with the proper knowledge on the field of generation and power supply. I have enclosed my resume with this letter that will give you information of my educational background.

Being in the electronics engineering field, we had to focus on the development and applications of the Electronic systems. In addition to that, I am a good oriented person and have a good team working skills. I am curious to know about modern technology and I am detail oriented with good logical thinking. My passion and love for this work has made where I stand and apply for the past.

It would be an honour to be a part of your organization and work for your company's objectives which aims to make and provide better services and help in the development of the country.

Thank you so much for your valuable time and considering the letter for my position. Yours faithfully,

Sign

R. Raju

RESUME

R. Raju

Nehru Street raj@gmail.com Chennai 06 Mobile no:

999222233 Career Objective:

Seeking a challenging career associated with an organization that gives me a scope to apply and update my knowledge and skills.

Educational Qualification:

- 1) Bachelor's degree in electronics and Communication Engineering (2009-13) with 8.49 CGPA from the ABC engineering college.
- 2) Higher secondary from the XYZ Matric Higher secondary school with 95% (2009).
- 3) SSLC from the XYZ Matric Higher secondary school with 91.5% (2007).

Technical skills:

Language known: C, C++.

Areas of interest:

- 1) One week training in Doordharsan Kendra, Chennai. Gained knowledge about video recording, terrestrial television and video modulation.
- 2) One week training in District Telecom Training Centre, BSNL, Chennai. Gained knowledge about transmission equipment and GSM.
- 3) One day workshop on high speed routers and switch architecture conducted by force to networks at Anna University, Chennai.

Achievements:

- 1) Won first prize for presenting paper on "Brain controlled car for disabled using artificial Intelligence" at 5<sup>th</sup> nest 12, a national level symposium conducted by AAA engineering college, Salem.

2) Presented a paper presentation on &quot; Wireless communication using light (Li-fe) at DEF college of engineering and technology, Technical symposium &quot; Asteroids 12&quot;.

3) Won first prize in treasure hunt event conducted by ZZZ engineering college.

4) School second in higher secondary examination.

5) Secured a degree of Rakshtra Bhasha Praveen from Bakshin Bharat Hindi Prachar satha.  
Hobbies and Interests:

1) Singing (Carnatic Music), won many prizes.

2) Certificates in singing competitions.

3) Reading books.

Personal details:

Father's Name: I.P.L.Murthy.

Date of birth: 14.02.1991.

Languages known: English, Tamil, Hindi, French.

Permanent Address: (your address) Declaration:

I hereby declare that all the information furnished by me is true and complete to best of my knowledge.

Place: Chennai

[Your name]

Date: \_\_\_\_\_

