

RÉSUMÉ WRITING



GOALS

Learners will be able to-

1. Understand the importance of job applications and résumé in business communication.
2. Identify the skills and abilities that are required for a particular career option.
3. Relate their own abilities to the skills and abilities required for a job and assess whether they are suited to the profile.
4. Use a premeditated process to plan their career. They will make use of self-assessment, personal development and a career portfolio as a way to gain initial admission into the workplace.
5. Exhibit job-seeking skills.

LEARNING OBJECTIVES

- ◆ Identify the various types of résumés.
- ◆ Identify the different elements that are needed in a résumé.
- ◆ Create a complete résumé representing their skills, experience, and educational background.
- ◆ Practise writing a résumé using a suitable format.
- ◆ Write a suitable cover letter to support the résumé.



INTRODUCTION

A **résumé** is a document that introduces you i.e. the applicant to your prospective employer or trainer. It tells them who you are, what you have done, and why they should hire you. There is no need for a trainer or an employer to know absolutely all there is to know about you. What you need to show or tell them is that you are suited for the course or job, i.e. you possess the skills, knowledge, understanding, and personality traits needed for it. Therefore, it is of extreme importance that you choose what you write in your résumé wisely.

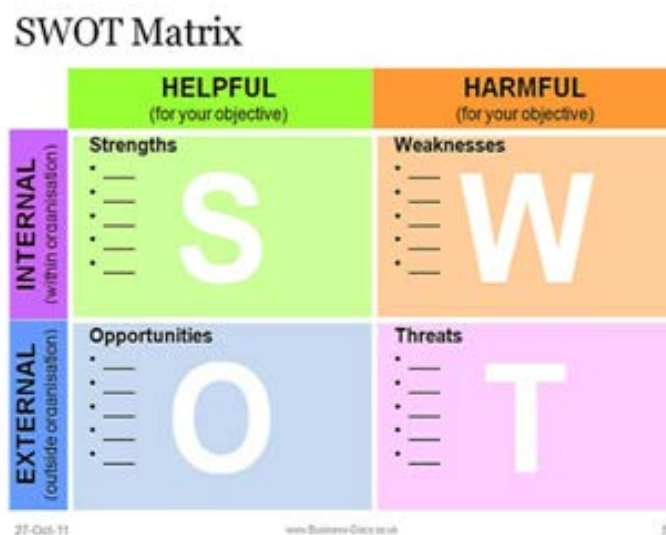
While drafting your résumé pick your skills that are most suited for the position you are applying for and present them in a manner that allows the prospective employer or trainer to evaluate them quickly and easily.

The importance of a good résumé must never be underestimated. First impressions are important. The first impression that you make on a prospective trainer or employer depends on the content and presentation of your résumé. In this increasingly competitive job market, it is imperative that your résumé makes an impression and gives you the best possible chance of getting the employer's or trainer's attention.

However a résumé is incomplete without a cover letter. A **cover letter** is a letter that accompanies the résumé and reflects your knowledge of the employer or trainer. Its purpose is to introduce you to an organisation, convey your interest in the company or a specific vacancy, and draw attention to your résumé. Since this letter is often the first contact you have with a prospective employer or trainer, a neat, concise, well-written letter will increase your chances of getting an interview.

SWOT Analysis

SWOT stands for Strengths, Weaknesses, Opportunities, Threats. SWOT analysis is a strategic planning technique that makes you identify your strengths, weaknesses, opportunities and threats thereby, enabling you to assess your holistic personality. Strengths and weaknesses are aspects with respect to your inherent/acquired abilities, opportunities in terms of academic and professional breakthroughs and threats in terms of competition (academic or professional). While strengths and opportunities are helpful in achieving your objective provided that you are able to utilise your strengths and leverage the opportunities; Weaknesses and threats give you a reality check as to where you stand vis a vis others and enable you to identify the aspects you need to improve to steer ahead of others.



After the analysis, it becomes easier for you to highlight your abilities/skills in the form of a résumé. Moreover, you are able to map your qualities vis a vis the requirements/expectations posed by opportunities whether academic or professional and the apparent threats (competition). It also propels you to persistently work towards strengthening your strengths, overcome your weaknesses and while looking for opportunities, be wary of threats (competition).

Subsequently, you can prepare your résumé that is brief, clear and complete, most likely to be shortlisted.

Formats of a Résumé

There are different formats that you can choose from, when deciding on how your résumé should be displayed:

1. A chronological résumé

The chronological résumé format is the most commonly used. **It lists your most recent work or education history in reverse chronological order i.e.** With your most recent work or education history is listed on top. This type of résumé places more emphasis on your job titles and your employment history over your skills.

Chronological résumé format, with subheadings for students:

- ◆ Name and contact details
- ◆ Objective Summary
- ◆ Academic Qualifications and Achievements
- ◆ Co-curricular Achievements
- ◆ Training Programs attended/completed
- ◆ Strengths
- ◆ Interests/Hobbies/ Skills (optional)
- ◆ Personal Details

Chronological résumé format, with subheadings for job applicants:

- ◆ Name and contact details
- ◆ Objective summary
- ◆ Career summary
- ◆ Professional experience
- ◆ **Company 1**
 - Job title
 - Responsibilities/Achievements
- ◆ **Company 2**
 - Job title
 - Responsibilities/Achievements
- ◆ Educational Details
- ◆ Hobbies / Interests / Skills (optional)
- ◆ Personal Details

2. A functional résumé

The functional or skill-based résumé **places more importance on your skills and accomplishments.** Job titles and where you have worked previously take on secondary importance. These résumés showcase your

skills and experiences and are most suited for people who have gaps in their career. This type of résumé is also ideal for fresh graduates, who are new to the workforce, or are looking to change career paths, or are applying for a job with very specific requirements and characteristics in mind.

3. Combination résumé

A mix of the chronological and functional formats is known as combination résumé. It includes a sequential list of a person's employment and educational history. It also includes a section that focuses on skills. This kind of résumé is best suited for people who want to highlight their employment history. **A combination résumé begins with the functional format and finishes with information of employment history which provides details of organisations one has worked for with dates.**

However, regardless of which type of résumé you chose, they must include as much of the following information as possible:

- ◆ *Contact Information* – It is extremely important to supply your contact details on your résumé. Do not forget to include your mailing address, telephone or mobile number and your email address.
- ◆ *Career Profile* – A brief summary of your skills and areas of expertise should be included to give the potential employer an idea as to what you can do.
- ◆ *Work Experience* – As much as possible, include all your work history experience, detailing the company, job title, responsibilities and the dates of the companies where you are currently working or previously associated with.
- ◆ *Education* – Include details of your education, including licenses or certifications you have acquired.
- ◆ *Skills* – Mention any relevant skills in terms of software and hardware systems and other technical skills.

Points to remember while writing a résumé:

- ◆ **Keep the format simple** and readable.
- ◆ Restrict your résumé to minimum number of pages. There is nothing called an ideal length to a résumé, so try to **keep it short and crisp** to avoid boring your prospective employer or trainer.
- ◆ Clearly **state your objective**. Do not use a broad objective statement.
- ◆ Provide correct information. **Avoid exaggerations or false details** as the employers or trainers may verify these.
- ◆ **Organise the information in a manner that flows logically**, either from academics to job experience **for Résumé Writing**.
- ◆ **Tone should be neutral**; no bias towards any community/religion.
- ◆ Ensure there are **no grammatical errors**.
- ◆ **Highlight your achievements** instead of responsibilities.
- ◆ Unless asked for, **do not mention the expected salary** in the résumé.

Sample 1 (Chronological Format)

Aditya Bhattacharya

822, SFS Flats, Santa Cruz

Mumbai - 220045

Phone: 98XXXXXXXX

Email: adi.bhattacharya@abc.com

OBJECTIVE:

To be associated with an organisation that will offer to me tremendous opportunities for growth in career and provide a challenging environment that will utilise my accounting skills and abilities to the maximum.

SUMMARY:

- More than 13 years of experience in both practical and managerial aspects of the job.
- Possess a flawless understanding of fundamental concepts in accounting.
- Exceptionally good at application of accounting concepts in a varied manner. Extensive experience in accounting practices to explore the various facets of the economy.
- Excellent communication and comprehension skills.
- In-depth knowledge of foreign policies and trade policies followed by various nations across the world.

EXPERIENCE:

2004 – PRESENT

CHARTERED ACCOUNTANT

Audit and Taxation Department

XYZ & Associates,

Bandra, Mumbai

- Dealing with different clients to understand their trading scopes and status of accountings.
- Managing their financial systems and budgets.
- Performing periodic financial audit.
- Preparation of reply to notices of Income Tax Authorities.
- Preparation of Sales Tax, Service Tax and Wealth Tax Returns of various clients.
- Conducting regular meetings with the senior management.
- Providing expert financial advice for the decision making process.

2001 – 2004

INTER QUALIFIED CHARTERED ACCOUNTANT

Direct Taxation Department

Goel & Associates Chartered Accountants

Pitam Pura, Delhi.

- Worked as a core team member of engagement teams for statutory audits, and Tax Audits to clients across varied sectors of the industry.
- Independently handled assignments and maintained liaison with clients.
- Prepared financial statements of various companies and firms.

EDUCATION:

2004	CA – FINAL ICAI, Mumbai
2001	CA PCE ICAI, Delhi
1998	CA CPT ICAI, Delhi
2000	B.Com. (Pass) Hansraj College Delhi University
1997	Class XII (CBSE) K. D. Public School Shalimar Bagh Delhi
1995	Class X (CBSE) K. D. Public School Shalimar Bagh Delhi

SKILLS:

- Well versed with MS Office
- Working knowledge of Tally
- Completed compulsory 250 hrs of Computer Training as per ICAI curriculum schedule.
- Updated with all the latest computer applications and softwares.

PERSONAL DETAILS:

Date of Birth 15 July, 1980
Marital Status Married
Languages Known English, Hindi, Bengali, Marathi
Permanent Address : 822, SFS Flats, Santa Cruz
 Mumbai - 220045

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date:

Place:

(Aditya Bhattacharya)

Sample 2 (Functional Format)**DAVID ALTER**

Phone: 917 – XXX – XXX

Email: davidalter@gmail.com

Address: 98 Green Meadows, Mangalore, Karnataka.

Date of Birth: September 3, 1993

CAREER OBJECTIVE

Seeking a challenging career with a progressive organisation that provides an opportunity to utilise my technical skills & abilities in the field of information technology (IT).

TECHNICAL SKILLS

- Hardware troubleshooting
- Network troubleshooting
- Programming (Java, C++, Visual Basic, Android Programming Language)
- Microsoft Office (MS Word, Excel, Powerpoint, Internet, etc)
- Adobe Creative Suite (Photoshop, InDesign, After Effects, Dreamweaver)

PERSONAL SKILLS

- Excellent verbal communication skills
- Highly organised and efficient
- Ability to work independently or as part of a team
- Proven leadership skills and ability to motivate

EDUCATION**B. Tech in Information and Communications Engineering (2010 – 2014)**

M.J. Institute of Technology

Boni Avenue, Mangalore, Karnataka

ACHIEVEMENTS/RESPONSIBILITIES

- President, Association of Computer Students (2013 - 2014)
- Lay-out Artist, The M.J. Student Magazine (2012 - 2014)

PRE-PROFESSIONAL EXPERIENCE**Technical Support Intern - IT Department**

ABC Business Services, Mangalore, Karnataka (June 2013 – Feb 2014)

- Provided Level 1 support, handled troubleshooting and maintenance as well as monitoring and deployment of IT.

REFERENCES:

Will be provided upon request.

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date:

Place:

(DAVID ALTER)

Sample 3 (Combination Format)

RAGHAV SHETTY

1207, Minto Road

Pune, Maharashtra

Tel: 954XXXXXXX / email: r_shetty@ymail.com

CAREER OBJECTIVE

Seeking to work for a progressive organisation at the post of a **Laboratory Technician, Junior Technologist or Quality Control Assistant** within the Food Processing, Pharmaceutical or Chemical Manufacturing industry which will provide opportunities to utilise my skills , abilities and experience.

SUMMARY OF QUALIFICATIONS

In-depth understanding of the manufacturing process of Foods and Pharmaceuticals including Research, Product Testing, In-Process Control, Production Planning, Process Operations, Statistical Quality Control, Experimental Techniques, Product Development and Technical Documentation.

Have a hands-on training and laboratory experience along with the competency to conduct detailed experiments and testing, interpret their results and prepare written reports for them.

I am an enthusiastic, industrious and creative individual possessing strong analytical, investigative, decision making, and communication skills.

EDUCATION

Jindal College of Applied Sciences

Pune, Maharashtra.

B. Tech in Food and Drug Technology (3 year Undergraduate Programme)

Major Areas of Study:

- ◆ Practices of Food Manufacturing
- ◆ Processing Operations
- ◆ Statistical Quality Control
- ◆ Pharmacology
- ◆ Analytical Chemistry
- ◆ Food Science & Nutrition

OVERVIEW OF SKILLS AND EXPERIENCE ACQUIRED THROUGH TRAINING

- ◆ Carried out detailed analysis of foods utilising modern instrumentation.
- ◆ Identified possible risk factors such as toxins, contaminations and foreign bodies using practical applications of microbiology in testing pharmaceuticals and foods.
- ◆ Carried out tests on numerous products in a laboratory for quality and product substitution.
- ◆ Studied in depth about the rules and regulations that control the market.
- ◆ Employed techniques of analysis involving electrochemical, spectroscopy, gas chromatography, and high-pressure liquid chromatography (HPLC).

EMPLOYMENT EXPERIENCE

JB CHEMICALS, Pune, Maharashtra 2005 - 2017

Sales Manager (full – time)

- ◆ Ensured that excellent service was provided to customers after identifying their needs and providing appropriate product information.
- ◆ Tracked, recorded and verified the shipping of products from warehouses across the country.
- ◆ Awarded “Most Promising Employee” and “Pinnacle Award” for reliability and commitment to delivering great customer service.

COMPUTER SKILLS

- ◆ Proficient in the use of advanced testing instruments including XYZ Testing Suite.
- ◆ Expert in the use of Microsoft Word, Excel and PowerPoint.
- ◆ Possess the ability to quickly and independently learn new computer applications.

REFERENCES

Available upon request.

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date:

Place:

(RAGHAV SHETTY)

Format of a Cover Letter

Since a cover letter is just as important as a résumé, it must be drafted with care. A cover letter must give the recipient a reason to be interested in you. It must also explain why you are interested in the position and the organisation.

Cover letters / Job applications a type of formal letter, therefore, they follow a similar format. Given below is a basic outline for the cover letter.

Sender's Address

Date

Designation / Name of Addressee

Address of Addressee

Salutation

Subject

Content

1. Introduction:

The lead sentence should **state the position you are pursuing**. Also **mention how you learnt about the opportunity** or the company.

2. Body:

Highlight the most relevant skills and experience from your résumé. This section of your cover letter should contain a detailed description of what you can offer to the company. Therefore, you must **make strong associations between your capabilities and the requirements mentioned in the job description**. Highlight and explain clearly how and why your skills and experience make you a suitable candidate for the job. You must also develop the information in your résumé; don't just repeat it,

expand on it. You should try to support each statement you make with some evidence. Use several shorter paragraphs rather than one large block of text.

Explain why you are interested in the job, and convey your awareness of what the company does to show that you have done careful research already.

3. Conclusion:

Conclude your application letter on an optimistic note, seeking a positive response. **Include information on how you will follow-up**, when can an interview or face-to-face interaction be fixed.

Complimentary Close

Signature

(Name in Capital letters)

Sample

B-343, Second Floor

Indira Nagar

Lucknow, U.P.

kavita.verma@abcmail.com

July 20, 20XX

H.R. Manager

Air Atlantic

237, Safdarjang Enclave

Delhi

Dear Ms. Gurung

SUBJECT: Application for the post of Flight Attendant

This is with reference to your advertisement in 'The Times of India' dated July 15, 20XX for the post of flight attendant in Air Atlantic. I wish to apply for the same. I am confident that my dynamic customer service and teamwork skills will make me a strong member of your crew.

My extensive experience in the customer service industry has taught me the value of providing positive, individualised service to all customers. As an award-winning sales representative, I worked one-on-one with clients to make sure all their queries were satisfactorily answered.

As a restaurant host, I ensured each guest's comfort and well-being. As a host, I had to be in constant communication with the wait staff, the kitchen, and the management. My positivity and clear communication skills helped strengthen our team's efficiency and sense of community.

I would bring the same positive energy, prompt service and hospitality to my job as a flight attendant at Air Atlantic. My experience and strength as a team player will also make me a strong crew member.

I look forward to a positive response from your end and the opportunity to present myself in person for an interview/discussion.

Sincerely

Kavita

(Kavita Verma)

Points to remember while writing a cover letter:

- **Use correct format.** i.e. the format of a formal letter.
- **Do not repeat information** provided in your résumé.
- Keep it **short** and to the point.
- **Mention what post or course** you are applying for.
- Explain why you are interested in the job/course and the company/institution.
- **Draw attention to your suitability** for the post.
- Lay the groundwork for further contact.



PRACTICE EXERCISES

- Q1.** You are Mitali / Mitanshu Joshi, a resident of Green Park, New Delhi. You have recently come across an advertisement from NDTV in 'The Hindustan Times' for the post of a senior journalist. Draft a résumé along with a cover letter in response to the advertisement.
- Q2.** You are Suresh/Smita. You come across the following advertisement in a national daily. You consider yourself suitable and eligible for the post. Write an application in response to the advertisement. Attach your résumé.

Applications are invited for the post of Nursery teacher in a reputed school of Delhi. The candidate must have at least 5 year's experience of teaching tiny-tots. The applicant must have a pleasant personality.

He/she should be creative and innovative. Attractive salary. Interested candidates should apply to The Principal, AKS International, Indirapuram, New Delhi within 10 days with detailed résumé.

- Q3.** Draft a résumé for a fresher with a Bachelor degree in Commerce, applying for a job in finance. He/she has no work experience.
- Q4.** Draft your own résumé using the chronological format.
- Q5.** University of Mumbai, advt. No TAAS - O1/2020-21

Walk in interview Online applications are invited for the part time Accountant posts in the University Departments purely on temporary basis for a period of 11 months. Interested and qualified candidates are requested to be present at the University of Mumbai, Convocation Hall, M.G. Road, Fort, Mumbai 400032 at their own cost. Last date is 1st Nov 2020. Details are available at the following website www.muonline.org.in

Write a chronological résumé and a covering letter.

- Q6.** You are Shyam. Write a combination résumé for doing an articleship in XYZ Ltd. by Dec XX-XX-XX. Specify your availability, expressing your interest in the company.



ANSWERS

Q1. Cover Letter

Sender's address

Date

Receiver's designation

Receiver's address

Subject- Application for the post of a journalist

Dear Sir/Madam,

This is with reference to your advertisement in 'The Hindustan Times' dated January 18, 2016 for the post of a journalist in your esteemed organisation. I wish to apply for the same.

I am outgoing, diligent, open to learning and have an excellent command over English. After completing my M.A. in English meritoriously, I worked with Curry Makers as a Content Developer and was acclaimed for my persistent hard work and dedication. I enjoy taking new challenges and have been delivering good results. My curriculum vitae and other necessary documents are attached herewith. I assure you of my utmost sincerity and dedication if an opportunity is given to me.

I will be readily available for a personal interaction any time as per your convenience, in case my candidature is considered for the aforesaid post.

I look forward to a positive reply.

Yours sincerely,

Mitali Joshi

ENCLOSURE:

1. Testimonials
2. Résumé

Résumé

NAME : Mitali Joshi
 FATHER'S NAME : Dr. R.P Joshi
 PERMANENT ADDRESS : 20 Bailey Road
 South Extension
 Delhi
 CONTACT : 989XXXXXXX
 DATE OF BIRTH : 22 December 1989
 NATIONALITY : Indian
 MARITAL STATUS : Unmarried
 ACADEMIC QUALIFICATION :

S. No.	Qualification	Subject / Stream	Institute	Board / University	Year of Passing	Percentage/ Division
1	Higher Secondary	Humanities	Loreto Convent Bangalore	CBSE	2007	85%
2	B.A. (Hons.)	English	St. Mary's College	Delhi University	2010	I Division
3	M.A.	English	St. Stephen's College	Delhi University	2012	I Division

WORK EXPERIENCE :

S. No.	Organisation	Position held	From	To
1.	Tehelka	Senior Intern	July 2012	January 2016

HOBBIES : Interacting with people and reading novels
 LANGUAGES KNOWN : English, French and Hindi

- REFERENCES :
- i) Ms. Indu Malhotra,
C.M.O., Bangalore.
Ph 9898765476
 - ii) Ms. Shalini Malik,
Editor, Tehelka
Ph- 9999967897

Q2. Cover Letter

D-20, Kavi Nagar
Ghaziabad, U.P.

25 June 20XX

The Principal
AKS International
Indrapuram
New Delhi

Dear Sir/Madam,

Subject- Application for the post of Nursery Teacher

This is with reference to your advertisement in 'The Hindu' dated June 22, 20XX for the post of Nursery Teacher in your esteemed organisation. I wish to apply for the same.

I am outgoing, diligent and open to learning. After completing B.A. (Hons.) in Psychology meritoriously, I underwent the Nursery Teachers Training (NTT) from the prestigious Laxmi Bai College in Delhi University.

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 worked for 6 years as a nursery teacher in The Indian Public School, Mehrauli, and was acclaimed for my persistent hard work and dedication.

I am enclosing my résumé herewith for your reference. 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 sincerely,

Smita Verma

ENCLOSURES:

1. Testimonials
2. Résumé

Résumé

NAME : Smita Verma
 PERMANENT ADDRESS : D-20 Kavi Nagar, Ghaziabad, U.P.
 CONTACT : 981XXXXXXX
 DATE OF BIRTH : 22 March 1985
 ACADEMIC QUALIFICATION :

S. No.	Qualification	Subject / Stream	Institute	Board / University	Year of Passing	Percentage/Division
1.	NTT		Laxmi Bai College	Delhi University	2008	65%
2	B.A. (Hons) Psychology	Humanities	St. Mary's College	Delhi University	2006	I Division
3	Higher Secondary	Humanities	RD Public School, Ghaziabad	CBSE	2003	85%
4.	Grade X		RD Public School, Ghaziabad	CBSE	2001	88%

WORK EXPERIENCE :

S. No.	Organisation	Position held	From	To
1	Indian Public School Mehrauli	Nursery Teacher	July 2008	December 2014

SKILLS : Excellent verbal communication skills
 Highly organised and efficient
 Ability to work independently or as part of a team
 Proven leadership skills and ability to motivate

HOBBIES : Interacting with people and reading novels

LANGUAGES KNOWN : English, French and Hindi
REFERENCES : Ms. Anita Sekhri, Vice Principal .The Indian School
Ph 9898765476

Q3. Answer Clues

The student may use either the chronological format or the functional format for drafting the résumé for a Commerce graduate with no experience.

The following information must be given in the résumé:

- Personal details
- Contact information
- Education details - information about Grade X, Grade XII, and Graduation. Which school or college the boy / girl attended? Which year did they pass?
- Skills - soft skills (such as problem solving; time management; critical thinking); computer programming; speaking multiple / foreign languages; etc.
- Achievements - competitions won; positions of responsibilities; projects undertaken

Q4. Answer Clues

The student will use the chronological format for drafting his/ her résumé. The following information must be given in the résumé:

- Personal details
- Contact information
- Education details
- Skills
- Achievements

Q5.

Cover Letter

25 June 20XX

The Registrar

The University of Mumbai

Santa Cruz

Mumbai

Dear Sir/Madam,

Subject- Application for the post of part-time Accountant

This is with reference to your advertisement on the University website for the post of Accountant in your esteemed University. I wish to apply for the same.

I am a graduate in commerce (B.Com), a rank holder in CA IPCC, currently pursuing CA Final. I have been a topper throughout my schooling.

Having interned at ABC consultants Pvt. Ltd during articleship, I have gained extensive knowledge in application accounting, financial planning and valuation. I am committed and open to learning. I am enclosing my résumé for your reference. I shall be available for an interview on any day as per your convenience.

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

Hoping for a favourable response.

Yours sincerely,

Ram Bhatija

ENCLOSURE:

1. Testimonials
2. Résumé

Résumé

Ram Bhatija

22, Arihant Apartments, Dombiville

Mumbai - 220045

Phone: 98XXXXXXXX

Email: rambhatija@xyz.com

OBJECTIVE:

To serve as a part-timer to be able to devote time for studies.

SKILLS:

- Proficient in accounting, valuation and taxation.
- Good communication and drafting skills.
- Good analytical skills.
- Well versed with Tally, Ms-Excel

QUALIFICATIONS/TRAINING:

2019 – Present	<ol style="list-style-type: none"> 1. Pursuing CA Final 2. Volunteering at Matram, NGO (working for Adult Education) helping them with accounts and drafting letters and reports.
2016-19	Articleship at ABC Consultants Pvt. Ltd. (leading firm in Mumbai for Taxation and Valuation)
2016	CA IPCC; Scored 20th Rank May 2016 exam

2016	Completed compulsory 250 hrs of Computer Training and Orientation Programme
2015-18	B.Com, Jain College, Mumbai University(Distance Learning)
2015	CACPT
2014-15	XII Commerce CBSE; Topped with aggregate 98%, 100% in Maths and Accounts DAV School, Kamla Nagar, New Delhi
2012-13	Class X CBSE; Topped with 97% aggregate, 100% in Maths DAV School, Kamla Nagar, New Delhi

PERSONAL DETAILS:

Date of Birth	15 July, 2000
Languages Known	English, Hindi, Marathi

DECLARATION:

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date: (RAM BHATIJA)

Place: Mumbai

Q7.

Cover Letter

Sender's address

Date

Receiver's designation

Receiver's address

Subject- Application for the position of an Article Assistant

Dear Sir/Madam,

This is with reference to your notice hosted at your website dated November 20xx for recruitment of Article Assistants in your esteemed organisation. I wish to apply for the same.

I am outgoing, diligent, open to learning and have an excellent command over English. I completed my CA Intermediate exam in November 20XX with distinction. I have a keen interest in Law, Audit and Financial Reporting. I believe in accepting challenges and learning from them. Please find my résumé and other credentials enclosed herewith for your perusal and consideration. If given an opportunity I will prove to deliver my duties to the best of my abilities.

I will be readily available for a personal interaction any time as per your convenience, in case my candidature is considered for the aforesaid post.

Looking forward for a favourable reply. Thanking you in anticipation.

Yours sincerely,

Shyam

ENCLOSURES:

1. Testimonials
2. Résumé

Résumé

NAME : Shyam
 FATHER'S NAME : Dr. S.Mohan
 PERMANENT ADDRESS : 1-A, Royal Enclave
 South Extension
 Coimbatore , 562000 Tamil Nadu
 CONTACT : 989XXXXXXX, xyz@gmail.com
 DATE OF BIRTH : 02 Jan 20XX
 NATIONALITY : Indian

QUALIFICATIONS:

S. No.	Qualification	Institution	Board/ University	Year of Passing	Percentage/ Division
1.	Xth	Bishop Cotton	CBSE	20XX	75%
2.	XIIth Senior	Bishop Cotton	CBSE	20XX	90%
3.	CA Foundation	ICAI	ICAI	20XX	73%
4.	CA Intermediate	ICAI	ICAI	20XX	69%
5.	B.Com (Hons.)	St. Josephs College	Bharathidasan University		Pursuing

TRAINING:

Information Techology Training : Completed ITT(100 hours) conducted by ICAI in virtual mode
 Orientation Programme : Completed OP (100 hours) conducted by ICAI in virtual mode
 Online training in Tally : 20 hours of online training at '**Weblinks**'

SKILLS:

Good grasp over Law, Audit and Strategic Management
 Good analytical skills

Proficient in Tally and MS-Office

Good Communication and interpersonal skills

HOBBIES : Listening to Motivational Talks, Interacting with people, Reading

LANGUAGES KNOWN : English, Hindi and speaking knowledge of French

DECLARATION:

I declare that the details mentioned are true to the best of my knowledge and belief.

Date:

(SHYAM)

Place: