

WRITING JOB APPLICATIONS



Notes

The job application is perhaps the most important piece of writing for each one of us. With the increasing competition in the job market today, it is especially important that we craft an impressive résumé or curriculum vitae (CV in short). In India, we often use the word 'bio-data' for a CV. In this Unit, you will learn to write good job applications. This is a crucial skill for your future, as it's the first step in seeking employment. A well-crafted job application can open doors for you, so it's important to learn how to do it right.



LEARNING OUTCOMES

After completing this lesson, the learner:

- Recognises important components of a job application;
- Composes different kind of job application;
- Creates a covering letter to suit different job requirements;
- Prepares good resumes and CVs;
- Assesses the use of technology in communicating ideas effectively.

26.1 UNDERSTANDING JOB APPLICATIONS

A job application is a formal letter that you send to a potential employer, applying for a specific job position. It usually accompanies your résumé or CV and highlights your qualifications and interest in the position.

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26.1.1 Structure

1. **Sender's Information:** Start with your contact information at the top left corner: your name, address, phone number, and email.
2. **Date:** Write the date of sending the application below your contact information.
3. **Employer's Information:** Below the date, write the recipient's name, title, company name, and address.
4. **Salutation:** Use "Dear [Recipient's Name]," If you don't know the name, "Dear Hiring Manager," is a safe alternative.
5. **Opening Paragraph:** Clearly state the job you're applying for and where you found the job listing.
6. **Middle Paragraph(s):**
 - ❖ Highlight your qualifications and how they match the job requirements.
 - ❖ Mention relevant experience and skills, focusing on achievements that are pertinent to the job.
7. **Closing Paragraph:**
 - ❖ Express your enthusiasm for the opportunity.
 - ❖ State that your résumé or CV is attached for further information.
 - ❖ Mention that you look forward to the opportunity to discuss your application in an interview.
8. **Complimentary Close:** End with "Yours sincerely," followed by your name.
9. **Signature:** If you're sending a hard copy, sign your name above your typed name.

26.1.2 Tips for drafting an effective job application

- **Tailor Your Application:** Customize your application for each job, focusing on how your skills and experiences align with the job description.
- **Be Concise:** Keep your application brief and to the point, ideally one page.
- **Focus on your education:** Detail your academic qualifications, especially if you lack professional experience. Highlight any coursework relevant to the job

you're applying for, showing you have foundational knowledge.

- **Highlight Achievements:** Use specific examples of your achievements to demonstrate your skills and value.
- **Identify skills from your non-work experiences:** Skills developed through volunteer work, internships, or even school projects can be very relevant. Skills such as teamwork, leadership, communication, and time management are highly valued by employers.
- **Showcase extracurricular involvement:** Participation in clubs, sports teams, or societies can illustrate valuable soft skills. Leadership roles in these activities can highlight your ability to manage, lead, and collaborate.
- **Be positive:** Instead of apologizing for your lack of experience, focus on what you can bring to the company. Be enthusiastic about learning and growing with the organization.
- **Format carefully and proofread:** Use a clean, professional format for your résumé and cover letter. Ensure there is plenty of white space, and use bullet points for easy reading. Ensure your application is free from spelling or grammatical errors. This shows attention to detail and professionalism.

Given below is an example of a job application by a fresher who has just passed his Senior Secondary/Higher Secondary/XII-th board examination. Without any prior work experience, he is applying for the position of a Store Assistant in the Reliance SMART Chain of Grocery stores.

[Your Name]
[Your Address]
[City, State, Zip]
[Phone Number]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Title]
Reliance Smart
[Store Address]
[City, State, Zip]



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Dear [Recipient's Name] / Dear Hiring Manager,

I am writing to express my interest in the Store Assistant position advertised on the Reliance Smart Careers website. As a recent high school graduate with a keen interest in the retail industry and a strong commitment to customer satisfaction, I am enthusiastic about the opportunity to contribute to the success of Reliance Smart.

Although I have just passed out from high school, I have been actively involved in various school events and projects that have equipped me with the skills necessary for this role. During my time in school, I was part of the organizing team for annual cultural festivals, where I was responsible for coordinating with vendors, managing inventory, and assisting in setting up the event spaces. These experiences have honed my organizational, communication and teamwork skills, making me well-prepared to handle the responsibilities of a Store Assistant.

I am particularly attracted to this position at Reliance Smart because of your commitment to providing customers with high-quality products and exceptional service. I share this commitment and am eager to bring my enthusiasm and dedication to your team.

I am excited about the possibility of joining Reliance Smart and contributing to its reputation as a leading grocery retailer. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can meet the needs of your store. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or via email at [Your Email Address].

Thank you for considering my application. I am eager to bring my passion for customer service and retail to the Store Assistant position at Reliance Smart.

Yours sincerely,

[Your Name]

Remember, practice makes perfect. Use the following questions to refine your application writing skills, and you will be well on your way to securing the job you want after completing high school. Good luck!



INTEXT QUESTIONS 26.1

1. Imagine you are applying for a job at a local bookstore. Write a job application highlighting your passion for books, any customer service experience you have, and why you would be a great fit for the job.
2. Write a job application for an internship under the Digital India Corporation initiative of the Ministry of Electronics & Information Technology, Government of India. Focus on your computer skills, any projects or coursework relevant to the technology field, and your eagerness to learn and contribute.
3. Apply for a Teaching Assistant position with the Noida-based NGO, Parkshala. Dedicated to transforming lives of children who hail from the lower strata of the society, Parkshala acts as an after-school support group to bridge the educational and moral gap between the underprivileged children and their affluent peers. Emphasise your academic achievements, any previous tutoring or mentoring experience, and your desire to help students learn and grow.
4. You are Aniruddh Vyas / Sheetal Agarwal, a recent pass out from the National Institute of Open Schooling. You are seeking a suitable job. You come across an advertisement in The Times of India, inviting young and dynamic fresh graduates as Sales Assistants in a reputed car manufacturing company. Apply for the said job to Box No. 8365, C/o The Times of India, New Delhi.

26.2 DIFFERENCE BETWEEN RÉSUMÉ AND CURRICULUM VITAE

Your job application will always be accompanied by your résumé or your curriculum vitae (CV). The terms résumé and curriculum vitae (CV) are often used interchangeably, but they serve different purposes and are prevalent in different contexts.

A CV basically describes one's "course of life" - that is, a comprehensive document of your life.

A résumé, on the contrary, is a short and crisp summary of your qualification and experience. While CV is considered British in style; résumé is considered American in style.

Understanding the differences between a résumé and a CV is crucial for you as a future applicant.



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Length and Detail

- **Résumé:** Typically concise, a résumé is usually one to two pages long. It provides a brief overview of your skills, experiences, and educational background relevant to the job you are applying for.
- **Curriculum Vitae (CV):** A CV is more detailed and longer. It covers your entire career, including education, academic and professional achievements, publications, awards, affiliations, and other details. In many countries, there is no page limit for a CV.

Purpose

- **Résumé:** Used primarily in the United States for most job applications outside of academia, research and medicine, it is tailored for specific positions by highlighting the most relevant experiences and skills.
- **CV:** Commonly used in Europe, the Middle East, Africa and Asia for job applications, and in the United States for academic, educational, scientific, or research positions, a CV provides a comprehensive look at your career path.

Content

- **Résumé:** Focuses on work experience, skills, education, and relevant achievements. It often starts with a career objective or summary statement and emphasises the results and accomplishments in previous roles.

Example: A résumé for a marketing professional might prominently feature their most successful campaigns, the growth metrics achieved, and specific marketing skills.

- **CV:** In addition to detailed information about academic history, it includes publications, research, grants and fellowships, professional associations and licences, awards, and other detailed information relevant to the field.

Example: A CV for an academic might start with their education, followed by detailed sections on teaching experience, published research articles, conference presentations, grants received, and courses developed.

Customization

- **Résumé:** Highly customizable for the job you're applying for. It's common to adjust the résumé for each application, emphasising the experience and skills that are most relevant to the job description.

- While customization is less common due to its comprehensive nature, some individuals may tailor their CV's emphasis for different academic or research positions, though the document remains largely exhaustive.

Format and Style

- **Résumé:** Often formatted with bullet points to make the document easy to scan. Stylistic variations are common, with applicants using different layouts and designs to stand out.
- **CV:** Generally, follows a more standard format, listing information chronologically. The focus is on completeness and clarity rather than design flair.

The CV is now outdated and an increasing number of companies are demanding a résumé to get a far clearer picture of a candidate. Also, because of innumerable applicants, it is easier to screen résumés. Study the formats provided in the boxes below.

CURRICULUM VITAE

Name : Nivedita V. Chandratreya
 Address : 'Pooja Gargi Society'
 Flat No. 15, Happy Colony
 Road No. 2, Kothurud Pune 41009 Maharashtra, India.
 Date of birth : 17 January 1967.

KEY QUALIFICATIONS:

A thorough in-service training in child education.

CELTA (Certificate of English Language Teaching to Adults)

Eight years of teaching experience.

Possess excellent knowledge of English, Hindi, Marathi, Indonesian and French

EDUCATION:

Bachelor of Arts (English Literature) Fergusson College, Poona University (April 1998)



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Position	:	Assistant Teacher (June 1989 to September 1990)
Employer	:	Abhinav Vidyalaya Pre-Primary School, Poona, India.
Classes taught :		Kindergarten
		Assisted in the development of dramatics, art and graphics; attended various seminars on 'Early Childhood'
Position	:	Classroom Teacher (October 1990 to October 1996)
Employer	:	Gandhi Memorial International school, Jakarta.
Classes taught :		Grade 3 and 5 (Primary School)
Subjects taught:		English, General Science, History, Geography, Health Education -Responsible for CAS Club a part of international Baccalaureate Programme.
		Attended English Language Seminar in September 1994 at Bandung
		Attended Seminar on introduction of international Baccalaureate (GMIS-Jakarta)
Reference	:	Mr. Jakos Carlos, Principal Gandhi Memorial International School, Jakarta.

Now that we have looked at a Curriculum Vitae, let us look at a résumé.

RÉSUMÉ

George D'Silva
275 Tabot Street, Pune-411004, Maharashtra
020-74563992
E-mail: georged@gmail.com

EMPLOYMENT OBJECTIVE

Financial research assistant, leading to a management position in corporate finance.

PERSONAL DETAILS

Birth: 29-08-1976

*Notes***EDUCATION**

Bachelor of Business Administration (1998) Pune University

Major: Finance Minor: Computer Science

Grade: 3.88 grade point average out of 4.0

EMPLOYMENT EXPERIENCE

First Bank (Khadakwaka Branch, Pune)

Research Assistant, May 1998 to April 2000

Assisted Manager of Corporate Planning and developed computer model for long range planning.

SPECIAL SKILLS AND ACTIVITIES

Associate Editor, Business School Newsletter.

Wrote two articles on financial planning with computer models; surveyed business periodicals for potential articles; edited submissions.

What did you notice? In essence, a CV is no different from a résumé. They both include your personal details, details related to your training, education and work experience.

There are, however, differences in format, headings used, sequence in presenting information, etc. Since the CV includes several more headings that résumé usually does not include, we will concentrate on writing good résumés. Moreover, résumés are crisper and focus on role-specific details and skills that make the applicant a good fit.

**INTEXT QUESTIONS 26.2**

1. What is the primary difference between a résumé and a CV in terms of length and detail?
2. Where are résumés typically used, and what purpose do they serve in job applications?
3. How does the content of a résumé differ from that of a CV, especially in terms of focus and inclusion of information?

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4. Describe the level of customization typically applied to résumés compared to CVs, and why this difference exists.

26.3 CREATING AN IMPRESSIVE RÉSUMÉ

While creating a résumé, study the kind of job you are applying for. Ask yourself what information about you and your background would be most important to an employer. On the basis of your answer to this question, decide what sort of details you should include and how you can effectively present them.

A number of different formats can be used. The most important thing is to make sure that your résumé is:

- attractive
- well-organised
- easy to read, and
- free of errors

A common format contains the following:

- Heading
- Personal details
- Employment objective
- Education
- Employment experience
- References

(a) **Heading:** Start with your name, address, telephone number and e-mail ID. These are usually centred on the page. Use formatting conventions like underlining, bold, different font size and spacing to make it appear like a heading. Do not include a date or you will have to keep changing it.

(b) **Personal Details:** Personal information includes details of age, nationality, passport number (if the position is in a foreign country), etc. Sometimes candidates choose not to provide all of these because they may have a negative impact on the employer.

You should, however, see yourself from the eyes of your employer and provide whatever information that would honestly and effectively represent you.

- (c) **Employment Objective:** State not only your immediate employment objective but the direction you hope your career will take.

For example: "A position that allows me to use my Computer Sciences training to solve engineering problems".

It enables the employer to identify your purpose quickly. You may exclude it if you do not have a clear objective. On the other hand, if you have experience and knowledge, the employment objective will allow you to display this. For example:

House-keeping duties in a five-star hotel

- (d) **Education:** Whether you list education or experience first, depends on which is stronger in case of your background. If your education and professional training are strong, list education first. If you have one or more years of job experience, list experience first. For both education and work experience, move sequentially down from the most recent one. For example:

EDUCATION:

PGDPM & IR XLRI, JAMSHEDPUR	1982	5.67/8.00
B.Sc. NDA, Khadakvasla, Pune	1978	3.00/10.00
PRE DEGREE Sc. Fergusson College, Pune	1975	64%

If education is your strong point and your marks have been good, you may list them and name the institutions you have studied in. You may also wish to list **ACTIVITIES AND HONOURS** you have achieved - Posts that you have held; games and sports you are good at, can also be included.

You can also choose to have details listed under **SPECIAL SKILLS AND ACTIVITIES**. This category usually comes towards the end. You may include skills such as knowledge of foreign languages, writing and editing abilities, specialised technical knowledge, community activities, etc. Be selective, do not repeat information you have already provided. Include only those items that support your employment objectives.



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- (e) **Employment Experience:** List all your full-time, part-time and temporary jobs, starting with the most recent and working backwards. Provide brief descriptions of your duties if they are similar to the job you are applying for.

Specify any promotion or award you receive. If you have been with a company for a long time, highlight your achievements.

If you wish to stress the skills you have gained from your work experience, you can list jobs by the functions performed. For example:

- ❖ FRONT LINE
- ❖ SALES MARKETING
- ❖ TRAINING
- ❖ PROJECT DEVELOPMENT

Example:**TRAINING**

- ❖ Advised and trained novice computer users.
- ❖ Wrote and maintained the UNIX operating system.

**INTEXT QUESTIONS 26.3**

1. What formatting conventions can you use to make the heading of your résumé stand out?
2. Why might candidates choose not to include certain personal details in their résumé?
3. What is the purpose of including an employment objective in your résumé, and when might you consider excluding it?
4. How should you decide whether to list education or work experience first in your résumé, and what factors might influence this decision?

26.4 WRITING AN EFFECTIVE COVER LETTER

Often called a "covering letter," a cover letter must precede your CV or résumé. Study the cover letter in the box below. What do you notice?



Milind Padhye,
7, Anandvan,
A-6 Paschim Vihar,
New Delhi.
110063

Date: October 2, 1994,

The Administrative Manager,
British Council Division,
New Delhi

Ref: Your advertisement in the Pioneer of September 18,2004.

Sub: Application for the post of "Personal &Unit Assistant"

Sir,

I have more than 9 years of composite experience in Word Processing Database and DTP. I have completed my graduation in Science and also possess good knowledge of spoken and written English. I have edited a number of books on computers. I can handle PCs and related hardware with ease.

With this background, I would like to submit my candidature for the above mentioned post. I hope the above meets your requirements. I will be available for interview, at a date that suits you.

Thank you,

Yours faithfully,

Milind Padhye

The letter of application is essentially a sales letter. Your immediate objective is to have your letter read so that you will be called for the interview. Therefore, your letter must do three things:

- Catch the reader's attention favourably.

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- Convince the reader that you are qualified for the post; and
- Request for an interview.

Provide the following information:

1. Identify the job by title and state how you heard about it.
2. List your qualifications for the job in summary form. Stress education and /or work experience according to your own situation/need. Then refer the reader to your résumé for the other important details.
3. State where you can be reached and when you will be available for an interview.

**INTEXT QUESTIONS 26.4**

1. What are the three main objectives of a cover letter as outlined in the provided text?
2. According to the guidelines, what key information should you include to identify the job you're applying for?
3. How should you summarise your qualifications for the job in the cover letter, and what should you emphasise?
4. What crucial information should you provide regarding your availability for an interview in the cover letter?

**WHAT HAVE YOU LEARNT**

In this lesson, you have studied samples of CV, résumé and letter of application. You have also learnt how to write these and tailor them according to the jobs you are applying for.

OVERALL QUESTIONS

1. The popular ethnic clothing store chain of Manyavar is seeking, for its Lajpat Nagar outlet, a Sales Assistant with strong interpersonal skills and an interest in fashion. The job involves assisting customers, managing stock, and helping with

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visual merchandising. Write a job application letter that highlights your interest in fashion, your ability to work with people, and any relevant experience you might have (including informal experiences like helping in a family business). Your résumé should list any skills or experiences that demonstrate your suitability for the role.

2. The leading telecommunications company in India, Reliance Jio, has posted a job opening for a Customer Service Representative. The role requires excellent communication skills, problem-solving abilities, and a customer-first attitude. Write a job application letter explaining why you are interested in this position. Include examples from your life that demonstrate your ability to communicate effectively, solve problems, and put customers first. Attach a résumé that highlights any relevant experiences, even if they are from school projects, volunteer work, or extracurricular activities.
3. The online news portal of Republic Bharat is in search of a Content Writer with excellent writing skills, a keen interest in current affairs, and the ability to work under deadlines. The job requires writing articles, conducting research, and occasionally interviewing subjects. Draft a job application letter detailing your passion for writing and current affairs. Mention any relevant writing experience, including school projects, blogs, or articles. Attach a résumé that includes any writing or research skills, and consider including links to your work if available.
4. The popular coaching institute for entrance exams, Career Launcher, is looking for an Office Assistant to help with administrative tasks, manage records, and interact with students and parents. The advertisement seeks someone organised, detail-oriented, and proficient in basic computer applications. Compose a job application letter explaining why you are the ideal candidate for this position. Include instances from your school life where you demonstrated organisational skills, attention to detail, or proficiency in computer applications. Make sure your résumé reflects your skills in these areas.



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Notes**ANSWERS TO INTEXT QUESTIONS****26.1**

1. Individual Answer
2. Individual Answer
3. Individual Answer
4. Individual Answer

26.2

1. The primary difference between a résumé and a CV in terms of length and detail lies in the extent of information provided. A résumé is typically concise, spanning one to two pages, whereas a CV is more detailed and longer, covering an individual's entire career without a strict page limit.
2. Résumés are primarily used in the United States for job applications outside academia, research, and medicine. They serve the purpose of providing a brief overview of an applicant's skills, experiences, and educational background relevant to a specific job position.
3. The content of a résumé focuses on work experience, skills, education, and relevant achievements in a concise manner. It often starts with a career objective or summary statement and emphasises results and accomplishments in previous roles. On the other hand, a CV includes detailed information about academic history, publications, research, awards, and other achievements relevant to the field.
4. Résumés are highly customizable for each job application, allowing applicants to tailor their document by emphasising experiences and skills that align with the specific job description. This customization is less common in CVs due to their comprehensive nature, although some individuals may adjust the emphasis for different academic or research positions.

**26.3**

1. To make the heading of your résumé stand out, you can use formatting conventions such as centering the text, employing underlining, bolding, using different font sizes, and adjusting spacing.
2. Candidates might choose not to include certain personal details in their résumé if they believe that providing such information could have a negative impact on the employer's perception of them, or if the details are not relevant to the job position they are applying for.
3. The purpose of including an employment objective in your résumé is to quickly communicate to the employer your career aspirations and the direction you hope your career will take. You might consider excluding it if you do not have a clear objective or if your experience and knowledge already speak for themselves.
4. You should decide whether to list education or work experience first in your résumé based on which aspect is stronger in your background. If your education and professional training are strong, list education first. If you have significant job experience, list work experience first. Factors influencing this decision include the relevance of your education or work experience to the job you're applying for and the emphasis you want to place on each aspect of your background.

26.4

1. The three main objectives of a cover letter, as outlined in the provided text, are:
 - ❖ Catch the reader's attention favourably.
 - ❖ Convince the reader that you are qualified for the post.
 - ❖ Request for an interview.
2. To identify the job you're applying for, you should state the job title and mention how you heard about it in the cover letter.

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3. In the cover letter, you should summarise your qualifications for the job by stressing education and/or work experience according to your own situation or need. Then, you should refer the reader to your résumé for other important details.
4. In the cover letter, you should state where you can be reached and when you will be available for an interview, providing crucial information for the employer to contact you for further discussions.