

Chapter-30

Writing Job Applications

Worksheet

- 1) What do you understand by a Job Application? State its relevance and importance.
- 2) What are the main differences between a CV and a resume?
- 3) Mention the importance and constituents of a Curriculum Vitae.
- 4) How can we write an effective Resume? Mention its constituents.
- 5) Explain in detail any 5 subheadings under a resume.
- 6) What is a letter of application? How to make it more effective and informative?
- 7) The following is a Resume format. Fill in the space with your own information. If you want you can add more headings to the resume.

Resume

| | |
|----------------------------|--|
| Name | |
| Father's Name | |
| Date of Birth | |
| Contact No. | |
| Marital Status | |
| Educational Qualifications | |
| Working Experience | |
| Languages Known | |
| References | |

- 8) Bal Bharati Public School, Noida, urgently requires a post-graduate teacher to teach History for which they have placed an advertisement in The Indian Express. You are Shantanu/Shreya Saxena from from sector -33, Noida. Draft a letter of application including a CV, applying for the advertised post.(150 – 200 words)

9) You are Pankaj/Priya of 20, Adarsh Nagar, Delhi. You would like to apply for the post of HR Manager in a reputed firm in Gurgaon, Harayana. Write a letter to the Public Relations Officer, KPMG Corporation, Gurgaon, applying for the job. Write the letter in 125-150 words giving your resume.

10) You are Sandeep /Sanjana. 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.

Applications are invited for the post of a TGT teacher in a reputed school of Delhi. The candidate must have at least 7 years experience of teaching. The applicant must have a pleasant personality. He/she should be creative and innovative. Attractive salary. Interested candidates should apply to The Principal, DPS International, Vasant Kunj, Delhi within 15 days with a detailed resume.