INDIAN SCHOOL AL WADI AL KABIR

Class: XII	**Department: ENGLISH**	**2026 – 2027**
	Topic: JOB APPLICATION	**Note:**

What is a Job Application?

Employment application means the letter written for getting a job. It is the primary means of introducing the job seeker to the employer. Through the job application, job seeker offers his or her labour and service for a return. Therefore, the application for employment acts as a personal advertisement. Job application contains appeal for the job along with the job seeker's personal data like name, address, qualification, and experience.

What do you mean by Bio-Data?

Bio data refers to a person's life, experience and achievements. It should be representative of all your personal and professional details in a specified format. It is generally divided into four parts:

1. Personal Details
2. Qualifications
3. Experience
4. Skills/ Hobbies
5. References
6. Declaration

A job Application consists of two parts-

- **the covering letter**
- **and the bio-data/CV.**

Cover letter

The format for the covering letter is similar to the format of a Formal letter.
SENDER's ADDRESS– The sender's address is usually put on the top left-hand corner.

- **DATE-** The sender's address is followed by the date just below it. This is the date on which the letter is being written. It is to be written in expanded form.
- **RECEIVER's ADDRESS**– Whether to write "To" above the address depends on the writer's preference. Make sure you write the official title/name/position etc of the receiver, as the first line of the address.
- **SUBJECT-** Then we sum up the purpose of writing the letter in one line. This helps the receiver focus on the subject of the letter in one glance. It is important to underline the subject.
- **SALUTATIONS-** This is where you greet the person you are addressing the letter to. Bear in mind that it is a formal letter, so the greeting must be respectful and not too personal. The general greetings used in formal letters are "Sir" or "Madam".
- **BODY**– This is the main content of the letter. It is either divided into three paragraphs or two paragraphs if the letter is briefer. The tone of the content should be formal. Do not use any flowery language. Another point to keep in mind is that the letter should be concise and to the point. And always be respectful and considerate in your language.
- **PARAGRAPH 1**– Begin the body of the letter by mentioning the source (from where you got to know about the job) of information about the job (e.g., newspaper) along with the day, date and advertisement number. Also mention the post you wish to apply for.
- **PARAGRAPH 2-** Here, you are supposed to offer your candidature by briefing about your qualifications, achievements, previous experiences and your strengths. In other words, this paragraph should be an answer to the question: 'How are you the perfect candidate for the job?'.
- Keep in mind that it should be to the point and clear. You should not sound boastful.
- **PARAGRAPH 3-** In this part of the body, you are supposed to make a reference to the Bio-data or curriculum vitae and other detailed documents that you have enclosed. You can also appeal for a one-on-one interview.
- End the body on a promising note, e.g., Looking forward to your positive response.
- **COMPLIMENTARY CLOSE-** At the end of your letter, we write a complimentary closing. The words "Yours Faithfully" or "Yours Sincerely" are used.

- **SIGNATURE**– Here finally you sign your name. And then write your name in block letters beneath the signature. This is how the recipient will know who is sending the letter.



Resume/ BIO-DATA

1. PERSONAL DETAILS:

NAME

FATHER's NAME

DATE OF BIRTH – In expanded form

ADDRESS

AGE

CONTACT NO.

EMAIL ID

NATIONALITY-Indian

MARITAL STATUS

2. **QUALIFICATIONS-**

NAME OF THE EXAMINATION	NAME OF THE BOARD/ UNIVERSITY	NAME OF THE INSTITUTION	YEAR OF PASSING	PERCENTAGE
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

(Qualifications must be written in tabular form with the above mentioned heads.)

3. **WORK EXPERIENCE**–

   (It should be written from latest to the oldest along with the duration.)

4. **Other skills**

- **LANGUAGES KNOWN**
- **SKILLS**
- **HOBBIES**

5. **REFERENCES**
   (2 references with name, contact details)

6. **DECLARATION**
   I, hereby state that all the details given above are true to the best of my knowledge.

DATE

PLACE

SIGNATURE

PRACTICE QUESTIONS:

1. **Bal Vidya Public School, Bhilai, urgently requires a post-graduate teacher to teach political science for which they have placed an advertisement in The Bhilai Express. You are Sanjay/Sanjana Sharma from 21, Vasant Marg, Bhilai. Draft a letter including a CV, applying for the advertised post. (120 – 150 words)**

2. **You are Ram/Rajani, living at 1, Rana Pratap Marg, New Delhi. Read the advertisement given below and apply for the job that suits you giving your bio-data separately.**

   Sun University requires Lecturers in English and Demonstrators in Physics, Chemistry and Botany for their new Campus at Panipat. Candidates with a minimum of 5 year experience alone can apply. Excellent command of English is a must. Excellent package and compensation for experienced persons. Those interested may e-mail to sununiversityjobs@gmail.com or mail their response to: Box no 123, 'The Harbinger', New Delhi

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