

## JOB APPLICATION

A job application has two parts. One is the covering letter and the other is the bio-data to be sent along with the covering letter.

### EXAMPLE

2 High Course Road  
Dehra Dun

10 October 2007

The Personnel Manager  
High-Tech (Pvt.) Ltd.  
7 Warden Road  
Mumbai

Subject: Application for the post of Assistant Manager

Sir,

In response to your advertisement in 'The Pioneer' dated 2 October 2007. I wish to be considered for the post of Assistant Manager. I feel my qualification and experience are suitable for the post mentioned above.

I am enclosing my bio-data, a testimonial and attested copies of my certificates.

I hope to receive a positive response from your company.

Thanking you

Yours faithfully

Nikhil Bhatia

Encl.: bio-data, testimonial, attested copies of certificates

## BIO-DATA

1. Name Nikhil Bhatia
2. Father's name Naresh Bhatia
3. Address 2 High Course Road  
Dehra Dun
4. Date of birth 1 September 1980
5. Health status Medically fit
6. Marital status Unmarried
7. Educational qualification CBSE (10+2) 1998 from St Martin High School,  
Bangalore with 87 per cent  
  
BA Economics Honours, DCP College, Delhi  
with 75 per cent  
  
MBA (Marketing) 2003, College of Business  
Management, Kolkata
8. Languages known English, Hindi, French
9. Experience Working as Senior Sales Executive with  
Tri-Tech since January 2004
10. Strengths Good time management  
Positive team spirit and leadership ability
11. References Dr S. Khera  
HOD Economics  
DCP College  
New Delhi  
Tel. 011-2365748  
  
Mr R. Singh  
General Manager  
Rico P. Ltd  
Chandigarh  
Tel. 0172-5566728
12. Testimonial from Mrs Kiran Badlani  
Director  
College of Business Management  
Kolkata