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write an application for the post of junior engineer with resume

Question: You are *Pawan/Priyanka, 21 Vaishali, Bangalore*. You came across the following advertisement. You consider yourself eligible for the post. Write an application in response to the advertisement.

Applications are invited for the post of Junior Engineer. The candidate must have at least a diploma in Civil Engineering from a recognized institute. He should have at least 3 years of experience in the fieldwork. Salary commensurate with qualification & experience. Apply to the Manager, Parsva Construction Ltd, 24, Sector 10, Mysore, within 10 days, with a detailed resume.

Answer:

21, Vaishali,
Bangalore,

26th July 2009

The Manager,
Parsva Construction Ltd,
24 Sector, 10 Mysore

Subject: Application for the post of Junior Engineer

Sir,

With reference to your advertisement appeared in the Times of India dated the 15th instant inviting applications for the post of Junior Engineer. I offer my services for the same and append below my resume justifying my suitability for the post.

Thanking you,
Yours faithfully,
Pawan/Priyanka

Encl.: Resume/Bio-Data

BIO-DATA(RESUME)



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Name : Pawan

Father's Name : Sh. Sham Lal

Address : 21, Vaishali, Bangalore

Date of Birth : 5th August 1986

Age : 26 years

Educational Qualifications : S.S.S.E. from C.B.S.E.(94% marks)

Diploma in Civil: Engineering from Pusa Institute,
Delhi(Topper)

Experience : At present working with Birla Constructions, Bangalore

Salary Expected : Rs 30,000 p.m+ perks

Marital Status : Unmarried

Personal Details : Height 162cm

Weight 60kg

Language Known : English, Hindi, Telugu

Hobbies : Photography

Reference : Sh. Ram Chawla

Secretary C.A Associations, Bangalore