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Application/letter for the post of an HR manager

Question: You saw the following advertisement in The Times of India. You think you are eligible to apply for the post mentioned. Write an application in response to the advertisement.

Answer:

Nirmal Sadan,
Cottage No. 19, Jiwan park,
Indore,

5th January, 200..

Chief HR Manager,
Sundaram business services,
No.05, Shanti Colony,
Anna Nagar, Chennai-04,

Subject: Application for the post of HEAD-HR

Sir,

Reference to your advertisement appeared in The Times of India dated 2nd January, applications have been invited for the above-mentioned post. Being suitable for to, I apply under your kind control for the favor of consideration. I submit my brief profile for the suitability of the job. I am available for an interview as and when you desire.

Hoping for the favor of due weightage.

Yours Faithfully
Pawan
The end.: C.V

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Resume

Name : Pawan

Father's Name : Sh. R.K. Aggarwal

Address : 152/21 Panchsheel Colony, New Delhi-9

Contact No. : 22437541

Age and Date of Birth : 27 years, 05.01.1986

Educational Qualifications : (i) Passed Sr. Sec. Exam in 1998 from CBSE with 85% marks.
(ii) Passed Nursery Teacher Training Course from Bal Bharti, New Delhi in 2005 with 82% marks.

Experience : (i) Working as Nursery Teacher in South Point since April 2000.
(ii) Attend a workshop on 'Montessori Method of Teaching in 2012 from D.I.E.T, New Delhi.

Hobbies : Reading, Painting, Photography, and Sports.

Marital Status : Married and having one child.

Pay : As per Government rules

References : (i) Dr. Ashok Mittal, Medical Officer E.S.I, Moti Nagar, New Delhi.
(ii) The Principal, St. Columbs Sr. Sec. School, Kali Bari Marg, New Delhi.