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write an application for the post of senior architect

Question: You have a Degree in Architecture and you have worked for a British firm for 5 years. Write an application for the post of Senior Architect in 'Atul Constructions', 15 Gurgaon. You are *Pawan/Priyanka*, 56, Cross Street, *Bhopal*.

Answer:

56, Cross the Street,
Bhopal,

17th August,20...

To,
M/s Atul Constructions,
15, Gurgaon,
Haryana

Subject: Application for the post of Senior Architect

Sir,

With reference to your advertisement in The Times of India dated the 10th instant, for the post of Senior Architect, I offer myself as a candidate for the same. I enclose my detailed resume along with a passport size photograph. If my application is found worthy of an interview, I shall be available at brief notice.

I can assure you of my honest labor and upright conduct.

Yours faithfully,
Pawan/Priyanka

Enclosures:

- 1 Copy of the degree.
2. Passport size Photograph



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RESUME

Name : Pawan

Father's Name : Sham Lal Vasishtha

Address : 56, Cross Street, Bhopal

Contact No. : 986983790

Age : 26 years

Date of Birth : 18.12.1986

Educational Qualifications : Degree in Architecture

Experience : 5 years in British Firm

Hobbies : Sports and Photography

Martial Status : Unmarried

Pay acceptable : As per Government Rules

References : 1. Dr. Rohtas Kumar- Prof. College of Architecture,
Bhopal

2. Dr. Satbir Singh
M.D(Skin Specialist)
Govt. Hospital, Bhopal