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## how to write an application for the post of librarian

**Question:** You are *Pawan/Priyanka*, 15, Shashi Gardens, Ghaziabad. Read the advertisement given below and write a letter to the advertiser, applying for the job. Also, give your detailed resume which you would send along with your letter of application.

**Answer:**

15, Shashi Gardens,  
Ghaziabad-110015

12th May, 200..

The Advertiser  
Vision Senior Secondary School  
Bank Enclave, Delhi-110012

**Subject:** Application for the post of Librarian

Sir,

Reference your advertisement in the newspaper, applications have been invited for the above-mentioned post. Finding myself suitable for this post. I will attach my resume for your kind consideration. I can assure you that I will discharge my duties to the entire satisfaction of my superiors. I am available for the interview as and when you will call.

Yours faithfully  
*Pawan/Priyanka*

Encl.: Resume and photocopies of certificates.



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## RESUME

**Name** : Pawan/Priyanka

**Father's Name** : Shr. Kailash Chand

**Address** : 15, Shashi Gardens, Ghaziabad

**Age and Date of Birth** : 28 years 5th January, 1986

**Contact No.** : 9545986783

**Educational qualification** : (i) Passed Sr. Sec School Exam from CBSE with 85% marks in 2003

(ii) Graduated from S.D College Ghaziabad in 2006 with 75% marks.

(iii) Diploma in Library Science from Delhi University in 2008 with ranking position.

(iv) Computer- A short term course from IIT-Delhi

**Languages Known** : Hindi, English and German

**Hobbies** : Reading, Writing articles, touring and photography

**Experience** : Working with British Council Library as an Asst. Librarian since 2010

**Martial Status** : Unmarried