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**Department of Commerce**

**S.Y.B.COM**

**SEM-III**

**Subject**

**Business Communication-I**

**Chapter 4**

**Resume writing & Job Application letter**

## **Chapter-4<sup>th</sup>**

# **Resume writing & Job Application letter**

### **BIODATA**

A BIO-DATA is the outdated term for Resume or C.V, it is the short form for Biographical Data. Bio-data emphasizes on personal information such as date of birth, religion, sex, ethnicity, nationality, residency, marital status, and so on rather than on professional information. Although details of education, work, and other qualifications are included eventually. Bio-data is uncommon in western countries, it is mainly in play among the South-Asian countries such as Bangladesh, India, Sri-Lanka, and Pakistan. In India, bio-data is used while applying to government jobs or it is used mostly during marriage arrangements where parents try to dig up information about the opposite party.

### **RESUME**

RESUME is derived from the French word résumé which means summary. A resume portrays an overview of one's education, experience, and competencies. A resume is used to apply for a new job/position. A resume should be kept 1 to 2 pages long, precisely best if kept in one page. The resume should be tailored according to the targeted position. Do not include irrelevant information such as gender, nationality, hobbies, DOB, father's name.

### **CURRICULUM VITAE**

CV is derived from the Latin word Curriculum Vitae which means "course of life". A CV is more comprehensive than a resume, ranging from 2 to 3 pages. Curriculum vitae typically list all your qualifications, skills, professional affiliations, and experience in chronological order. A CV exhibits general skills and expertise rather than focusing on particular skills for a particular job.

## **A) Elements of a Bio-data:**

The Drafting of Bio-data is as follows:

### **1) Personal Data:**

The personal data of the applicant should include:

- |                       |                    |
|-----------------------|--------------------|
| i) Name               | iv) Date of birth  |
| ii) Address           | v) Health          |
| iii) Telephone number | vi) Marital Status |

### **2) Education :**

Finally, describe your educational background. This also should be listed in chronological order. Include any awards or other accomplishments you had while in school, especially if they relate to the job. This is a good place to list things like clubs you were in, your grade point average or anything else that stands out.

### **3) Work Experience:**

Under this head, it is necessary to list all paid jobs beginning with the last job held. Include the following information.

- i) Name and location of the company,
- ii) The job title and type of work.
- il) Period of employment.

### **4) Interest & Hobbies**

This field is quite common in biodata. It cuts across the different types of biodata. This information helps you to better profile the individual in question. It also helps you to make a better judgment on their experiences as it relates to the process under consideration.

### **5) References:**

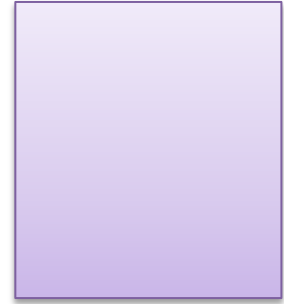
Whatever one-says about himself is nothing compared with what others say above Therefore, list at least two people must be given. These could be the teachers, former employers and good friend. Indicate the type of reference (character or professional) each person listed would be able to supply The applicant should not list a nam reference, without first obtaining the person's permission to use his name Trus just a matter of courtesy but also one of the precautions.

### **6) Date/Place & Signature:**

It exists in bottom of the page of biodata. Date and Place exist at left indent and signature exists at right indent of biodata.

**BIO DATA**

Name : \_\_\_\_\_  
Mobile : \_\_\_\_\_  
Email id : \_\_\_\_\_  
Father's Name : \_\_\_\_\_  
Gender : \_\_\_\_\_  
Date of Birth : \_\_\_\_\_  
Marital Status : \_\_\_\_\_  
Address : \_\_\_\_\_  
Religion : \_\_\_\_\_  
Languages Known: \_\_\_\_\_  
Qualification : \_\_\_\_\_  
Work : \_\_\_\_\_  
Hobbies : \_\_\_\_\_  
Reference : \_\_\_\_\_



Place :

Date :

\_\_\_\_\_  
Signature

## **B) Elements of Resume**

### **1) Personal Data:**

The personal data of the applicant should include:

- i) Name
- ii) Address
- iii) Telephone number
- iv) Date of birth
- v) Marital Status

### **2) Education :**

Finally, describe your educational background. This also should be listed in chronological order. Include any awards or other accomplishments you had while in school, especially if they relate to the job. This is a good place to list things like clubs you were in, your grade point average or anything else that stands out.

### **3) Work Experience:**

Under this head, it is necessary to list all paid jobs beginning with the last job held. Include the following information.

- i) Name and location of the company,
- ii) The job title and type of work.
- il) Period of employment.

### **4) Skills :**

Soft skills: (being responsible, loyal, hardworking, energetic, outgoing.)

Hard skills: (research and writing, Microsoft word 98, Microsoft Publisher 2000, Public speaking.)

### **5) References :**

As part of the job search process, you may be asked to provide the names of people whom a potential employer can contact to find out more about you. It is a good idea to choose people who can speak or write favourably about you and your work. This will improve your chances of getting the job.

### **6) Declaration :**

A declaration in a resume states that the information on your resume is correct to the best of your knowledge. This statement is an assurance that every piece of information written on your resume is right, and you fully acknowledge them. It should also include your name, full signature, location and the date.

**RESUME**

Name :  
Mobile :  
Email id :  
Date of Birth :  
Marital Status :  
Religion :  
Languages Known :  
Address :



**Qualification**

	Institute Name	Year of Passing	Marks Percentage
School			
Intermediate			
Degree			

**Experience**

S No	Company Name	Position	Working Period
1			
2			
3			

**Skills**

- Soft skills
- Hard skills

**References**

S No	Name of Person	Work Place	Position
1			
2			
3			

**Declaration**

I hereby declare that the information provided here is true to the best of my knowledge.

Place :

Date :

Signature

## **C) Elements of Curriculum Vitae**

### **1) Personal Data:**

The personal data of the applicant should include:

- |             |                       |
|-------------|-----------------------|
| i) Name     | iii) Telephone number |
| ii) Address | iv) Email Id          |

### **2) Summary**

It shows highlight your current occupation, Reference your past work and academic experiences, emphasise your technical skills, Mention a key professional achievement.

### **3) Skills :**

Soft skills: (being responsible, loyal, hardworking, energetic, outgoing.)

Hard skills: (research and writing, Microsoft word 98, Microsoft Publisher 2000, Public speaking.)

### **3) Work Experience:**

Under this head, it is necessary to list all paid jobs beginning with the last job held. Include the following information.

- i) Name and location of the company,
- ii) The job title and type of work.
- il) Period of employment.

### **4) Achievements**

Something that you have done successfully, especially through hard work or skill

### **5) Education:**

Finally, describe your educational background. This also should be listed in chronological order. Include any awards or other accomplishments you had while in school, especially if they relate to the job. This is a good place to list things like clubs you were in, your grade point average or anything else that stands out.

### **6) Language & Certification**

In consist known language and certified course that you have done.

### **7) References:**

As part of the job search process, you may be asked to provide the names of people whom a potential employer can contact to find out more about you. It is a good idea to choose people who can speak or write favourably about you and your work. This will improve your chances of getting the job.

## CURRICULUM VITAE

### **RAHUL SHARMA**

#### **CONTACT INFO :**

Address :  
Phone : 9876543210  
Email : ajb@gmail.com



#### **SUMMARY :**

For example:-

Flexible and proactive receptionist with five years' experience in administrative roles. Skilled in providing friendly, informative customer interactions and administration duties, including handling sensitive paperwork and preparing meeting rooms. I'm interested to put my skills in organisation and diplomacy to work in a more senior administrative role.

#### **SKILL HIGHLIGHTS :**

- Good Speaking skill
- Strong decision maker
- Complex problem solver
- Innovative
- Service-focused

#### **ADDITIONAL SKILLS :**

- Can teach the students as per their level.
- Good communication skills.
- Awareness about the various workforce handling techniques.
- In depth knowledge of the subjects.

#### **EXPERIENCE :**

- Jr. Supervisor in ABC Co. Ltd (2018 To 2019)
- Sr. Supervisor in ABC Co. Ltd (2019 To 2022)

#### **ACHIEVEMENTS :**

- Rank Holder
- Qualified Examination
- Award Received from University/College
- Award Received from Government
- Innovation in Job Working



**EDUCATION :**

- Bachelor of Commerce : Hutatma Rajguru Mahavidyalaya, Rajgurunagar
- Master of Commerce : Hutatma Rajguru Mahavidyalaya, Rajgurunagar

**LANGUAGES :**

- Marathi
- English
- Hindi

**CERTIFICATIONS :**

- Tally ERP 9
- GCC-TBC-WPM 30 English

**REFERENCE :**

- Person 1
- Person 2
- Person 3

## **D) JOB APPLICATION LETTER**

### **Meaning**

A job application letter is a cover letter that is written to the potential employer to provide them with information about your qualifications, skills and experience. It is sent along with your resume and other necessary documents.

### **Definition**

1) Job Application letters means a letter or form containing details of your qualifications, skills, experience, etc, that you send to an organization when you are applying for a job with them.

2) A job application letter, also known as a cover letter, should be sent or uploaded with your resume when applying for jobs.

### **Drafting of Job Application Letter**

#### **1) Name & address of Applicant**

It contains the name and full address of the applicant who is going to apply

#### **2) Date**

This should mention the date on which the application is to be submitted

#### **3) Name & address of Employer**

This should include the name and address of the employer or organization to which we are applying

#### **4) Subject**

It should mention in one sentence the subject or what you are applying for.

#### **5) Reference**

It should mention from whom or through what you have understood the relevant subject

#### **6) Salutation**

It contents greeting like Dear Sir/madam or Respected Sir/Madam etc.

#### **7) Body of Letter**

##### **I) Opening Paragraph**

In the opening paragraph tell how you learned about the position. You may, for example, know of a job through: a classified advertisement, an unsolicited mailing, the Internet, personal referrals

##### **II) Middle Paragraph**

This paragraph gives a summary of your background and critical skills (hard skills) that make you qualified for the position.

##### **III) Concluding Paragraph**

It gives a expectations and promises regarding future work with trust.

#### **8) Complementary Close**

Like, Yours Faithfully, Yours Sincerely Regards, Best, Respectfully, Thank you.

#### **9) Signature**

It should bear the name and signature of the applicant

#### **10) Enclosures**

This should list the other important supporting documents that we will be attaching along with this letter.

Example:-

**Write a Job application letter for the post of Sr.Accountant**

**APPLICATION LETTER**

Applicant Name

Address

Date:-

To,  
Employer's Designation  
Institution Name  
Address

**Subject:- Application for the post of Accountant in yor Company**

**Reference:-Your advertisement in the LOKSATTA newspaper on 30<sup>th</sup> June 2022**

Respected Sir,

With the reference to the above mention subject, I wish to apply for the post of Accountant in your institution. Looking for an opportunity to secure the position of Accountant where I can employ all my skills for the benefit of the company.

I have completed my B.com in 2015-16 with 78.83%. I have successfully completed my M.com with 80.06%. And I have also completed computer basic course like Typing, Tally. I have excellent communication skill with fluency in spoken English, Excellent command over comprehension, Strong knowledge of utilizing all the modern techniques, and computer knowledge. I have one year experience as Jr. Accountant in ABC Co.Ltd, Rajgurnagar and have 3 years' experience in XYZ Co.Ltd, Rajgurunagar as Sr. Accountant

If you give me this chance, I will try with my best level.

Thanking You!

Yours Faithfully,

Sign

Name

Encl.:-

- Resume
- Educational Documents