

Unit 14

Letter/Application Writing

Objectives

After the completion of this unit, you would be able to–

- write personal letters.
- write applications/Official letters.
- write job letters.

Overview:

Lesson 1: *Letter/Application Writing*

Lesson 2: *Job Letters & Resume Writing*

Answer Key

Lesson 1: Letter/Application writing



The most important element of writing a good letter is your ability to identify and write to your audience. If you are writing a letter to your friend, it will be crafted in an entirely different manner than if you are writing a letter to the human resources department of a large corporation. Learning to write a good letter also takes practice, knowledge about proper form and the ability to put into words your feelings, thoughts, and/or ideas. If you learn the basic parts of a letter, it will help you to create letters for a variety of audiences and occasions.

The Presentation of the Letter

The presentation of the letter can be hand-written for informal letters (friendly letters) that are addressed to friends and family members, especially thank-you letters. If you have really poor or illegible handwriting, you may want to consider typing the letter though.

Formal letters which are written on behalf of businesses or to professional contacts (business letters) should always be typed. The letter should also be free of grammatical and spelling errors, so proofreading it after it is written is of the utmost importance.

Parts of the Letter:

Your address : At the top of your letter, you will put your address, so the reader will know where to send their reply to.

Date : Put the date on which the letter was written in the format Month Day Year i.e. June 7, 2014.

Inside Address : The inside address is only required for a business letter and will include the address of the person you are writing to along with the name of the recipient, their title and company name. If you are not sure who the letter should be addressed to either leave it blank or try to put in a title, i.e. "Director of Human Resources".

The Greeting : The greeting will address the individual that the letter is being sent to. This is usually completed in the form of "Dear Anne" or "Hey Anne", for less formal letters.

The Introductory Paragraph : The first paragraph will generally outline the purpose for the letter and the reason that the letter is being sent. This can address any issues that are outstanding and is used to set the tone for the entire rest of the letter. In this first paragraph, the summary of the letter can be found and the intentions which will be displayed through the rest of the letter should be outlined. From the first paragraph of the letter, the introductory paragraph, the individual should be able to note the tone of the letter.

The Body : The body of the letter will expand upon the introductory paragraph, and the individual can extend their thoughts and feelings further when it comes to the letter. The body of the letter can be anywhere from multiple pages for personal letters, to one page or two pages for most business letters and other types of proposals.

The Closing : In the closing of the letter, the individual will close the letter and finish any thoughts that have been mentioned. The closing of the letter comes in various forms from yours truly, for those individuals that are familiar with one another, to a traditional sincerely which is a versatile closing that can be used in a variety of letters detailing many situations.

Sample Letters

1. Write a letter to your friend telling him about English as compulsory subject at Degree level.

Dhaka

17th October, 2015

Dear Mamun

Your letter is just to hand. I am very happy to know about your brilliant result. However, you have wanted to know about compulsory English in Degree level. I am happy to let you know that English, for one hundred marks, is a compulsory subject in Degree class. I feel much enthusiastic thinking that I would be able to practise English again because, without practising English, we may forget what, we learnt earlier. But it has much importance in our life. To communicate with others, to acquire higher knowledge and above all to have a suitable job, we must know English. So, I think that we should feel happy to get English as a compulsory subject. I hope, you will also agree with my thinking.

How are uncle and aunt? My best regards to them. No more today. Write to me soon.

Yours Sincerely,

Hamid

2. Write a letter to your friend, living abroad, to know how he feels there.

Khulna 18th June, 2015

Dear Rab,

It is long time since you left Bangladesh for America. I made attempt to write to you several times but could not. Hope, you are well.

It is raining now. I am at the reading table. I have no attention to reading. Sometimes I look outside through the window to enjoy the torrential rain. Sometimes many happenings of the past emerge in my memory. Your absence also makes me lonely. When I look back, I see you are with me. An idea comes into my head to know how you are in America. What are you doing there? How do you adapt yourself with the foreign culture? A small letter from you will be enough to make me contented, I hope. Do not forget me. I am fine here.

No more today. My love to your friends. Write to me.

Yours lovingly

Rashed

3. Write a letter to your friend describing a street accident you have witnessed.

27, Indira Road, Dhaka. 9th February, 2015

Dear Masum,

Hope you are well. Today I intend to write to you about a sorrowful happening that I came across in the morning. It was a tragic accident. I never met such a horrific sight. When I had been waiting for a university bus at Kalyanpur, the accident happened there. A mad man with a stick was crossing the street. A Gulistan bound bus was coming at a great speed. The mad man saw it

but did not hurry to cross the street. The driver of the bus also failed to control the brake of the bus. The man instantaneously was run over and his head was smashed. We rushed to the spot and saw him breathless. He was there dead. I witnessed it to my horror. I cannot forget this terrible sight.

I am getting on well with my studies. My best regards to your parents. No more today. As soon as you can, write to me how you are.

Your very sincerely,

K.M. Saleh

4. Write a letter to your friend inviting him to spend a week with you at your village home during a vacation.

Magura 8th October, 2015

Dear Zillu,

I feel very glad to let you know that during summer vacation I shall be at my village home. I think that during this time I shall be able to enjoy the rustic pleasures in the midst of nature. I like it very much. I like to lose myself in the unchained pleasures of my village with the friends of my own age. Since you live in the city, you don't know about the plenty of pleasures that we find in the villages. There are unbroken chains of green fields, strong wind, singing birds, cowboys grazing their cattle, small stream flowing through the river. Catching fish is also very interesting. You will know and experience the real meaning of open air life. If you come and stay with me for some days, it will be more pleasant. Don't hesitate to let me know your decision. You will have no problem of living and foods. We will also play games with other friends of mine in the village. If you go to the village market, you will be surprised to see things selling so cheaper than those in Dhaka city. You will get fresh foods, fresh milk, fresh fish free from formalin or any harmful chemicals. My parents also will be so happy having you with them. I hope, you will be positive in this regard. You will also get the tastes of juicy sweet mangoes, jackfruits, lychees, black berries and so on.

How are uncle and aunt? Convey my best compliments to them and love to the youngers.

Yours ever,

Azad

5. Write a letter to your friend who is in a hospital after being seriously injured in a road accident.

Narail 17th July, 2015

Dear Nazrul,

I came to know from your brother that you fell in an accident. I am really sorry at this. If I had known earlier, I would have written to you. Your family should have informed me of your situation. I could have come to your help. I feel very bad that I could not help you. You have gone through a serious trauma. Let me know about the details of your latest physical condition. I heard that your chest ribs were broken and you had some troubles in your chest. What about that? When will you be released from the hospital? If you need any suggestions from the best doctors in Dhaka, let me know. After you get well I think that you should come to Dhaka to

consult the expert doctors on trauma. But I am glad to know that the worst is now over, and you are much better. I hope you will soon be all right. Try to write to me a letter if you can.

Yours lovingly

Apu

6. Write a letter to your friend giving him congratulations on his brilliant success in the examination.

Uzirpur 18th January, 2015

Dear Manna,

Your letter is just to hand. I am very glad to know about your brilliant success in the H.S.C examination. Getting golden A+ from science group is not so easy. But the tougher test lies ahead of us. Admission to the desired subject in the desired institution is tougher than getting Aladin's lamp in hand. I think that you have been rewarded rightly for your regular industry. I know that you will try for admission to government medical school. For that you should get admitted to a good medical coaching right now. It is a tradition that the candidates, who appear at the medical school test for the first time, hardly succeed. You should try hard so that you succeed in the admission test the first time. I am thinking of trying for BUET because I don't like medical profession. So our choice may be different but hard work and perseverance are badly needed undoubtedly. That's why I have got admitted to an engineering coaching. What is your next plan? Try to inform me.

My best compliments to your parents and honourable teachers. Write to me if you can.

Yours sincerely,

Ripon.

7. Write a letter to your friend expressing condolence at his failure in the H.S.C. examination.

Kushtia Govt. School, Kushtia, 19th April, 2015

Dear Masum,

I am writing to you with a heavy heart. I came to know that you could not come out successful in the examination. It was beyond our imagination that you would fail. You have been a brilliant student throughout your career. I am really shocked at this news. I cannot understand how it could come by. However, do not lose your heart. I am afraid there may be some serious mistakes in your results. So there are options you can challenge the results of yours through the right process. Firstly you should challenge submitting the fees. If the results don't change, then you will have to try your best for the next year. Failures may come in a man's life. But you should know how to overcome the failures and frustrations. May be your betterment lies in your apparent failure. Prepare yourself for the coming examination. I firmly hope that you will do better and your despair will be no more.

How are your parents? Please, convey my regards to them. Hoping you will be all right.

Yours sincerely,

Nasir

8. Write a letter to your friend on his birth day.

Ullah, Jhenidah, 19th April, 2015

Dear Tayab,

I have just remembered that it is your birthday on Sunday next and you will complete 18 years of age. It means that you are no more a child. You have achieved manhood. Now you should act more wisely and more considerately. And you have got to be more responsible to everyone around you especially to your parents and family members. So I must send you a birthday letter at once expressing my greetings. I am also sending a small gift for you. Don't take it on its real value. Try to feel my intense love and warmth of feeling for you. Many happy returns to you. You are my bosom friend and very careful of me. I hope that you will be so as you are now and not forget me. I am sending you a book as a token of my love. I am sure that you will not be able to measure my feelings for you.

I am well. With love and best wishes.

Sincerely yours,

Jafar

9. Write a letter to your father about your achievements in the test examination.

Rangpur, 19th May, 2015

My dear father,

I am so glad to let you know that I have stood first securing satisfactory marks in all subjects in the test examination. The result has come out just today morning. This result is upto my expectation. I hope that I will do better in the final examination. The teachers patted on my back. The Head Master called me in person and encouraged me to work harder so that I can do better than this in H.S.C final examination, which means I should get golden A+ in the final exam. That will raise the position of our school. The pricipal declared scholarship of TK. 10000 in cash and a monthly scholarship of Tk.2500 for me. I thank you and all other family members are extremely overjoyed. This is the first time I have got any scholarship. So you can better understand how I am feeling. I have realised that hard work is the key to any success. Pray for me so that I can work harder in the days ahead.

How are you? Tender my regards to mother. Take care of your health. I am hale and hearty.

Yours affectionately,

Tanvir

10. Write a letter to your friend telling him what you would like to do after your graduation.

Kishorgonj May 2nd, 2015

Dear Saiful

It is long time I received your letter. Hope you are well. I have intended to write to you a letter with a special purpose. You know that our degree examination result will come out within a few days. So, I think that I should have a plan to do something important after the graduation. Already I have made a decision to continue my education. But I shall appear in the competitive

examination for a job. And I think, to get a suitable job needs much attention to studies in various fields of knowledge. So, my plan is to get a job besides continuing my study. I hope that you will suggest me in this regard.

No more today. How are your parents? Convey my best compliments to them. Write to me soon.

With best wishes,

Yours lovingly,

Sohel

11. Write a letter to your friend to know about his preparations for the coming examination.

Dhaka 13th April, 2015

Dear Badal,

I hope you are keeping fine and going on with your studies regularly. Actually it is a very important time for us to prepare our lessons as our final examination is knocking at the door. Today I want to know about your preparation for the examination. Have you finished reading all of your subjects? I am learning new chapters still. I am not confident about Physics and Chemistry. Give me advice, if you have any, so that I can prepare well in these two subjects. My preparation of other subjects is going on in full swing. I am trying hard not to waste my time. But I am hopeful of my good result.

How are your parents? Please, convey my best compliments to them and love to your younger sisters and brothers.

Yours sincerely,

Kazi Ifti

Sample of Formal / Official Letters

1. Write an application to your Headmaster for an educational tour/picnic.

April 21, 2015

The Head Master,

Labratory School, Dhaka.

Subject: For an educational tour.

Dear Sir,

We would like to state that we are the students of your school. We want to go on an educational tour. For a long time we are having a monotonous life of attending classes and preparing lesson. So we feel that we can go on an excursion which will be both instructive and pleasant. We have already decided that we will contribute individually a fixed amount for the excursion. But we also expect financial assistance from the school. We have selected Maynamati our venue. We need your kind permission and help.

Therefore, we fervently hope that you would be kind enough to give us the permission and provide necessary financial help.

We remain Sir

Yours most obediently,

The Students of Labratory School Dhaka

2. Write an application to your Headmaster for a canteen

April 21, 2015

The Head Master

Labratory School, Gazipur

Subject: An application for a canteen

Dear Sir,

We would like to state that we are the students of your school. We are to attend classes from 8.00 a.m. to 3 p.m. During this period we get hungry and need to take tiffin. But we can not avail ourselves of the opportunity of taking refreshments in the interval as there is no canteen in our school or in the nearby area. We think that it will be of great use to us if there is a canteen in our school campus.

Therefore, we expect that you would be kind enough to take steps to set up a canteen in our school campus.

We remain Sir

Yours most obediently,

The students of Labratory School, Gazipur.

3. Write an application to your Headmaster for a school common room.

April 21, 2015

The Head Master Labratory School,

Manikgonj

Subject: Application for a school common room

Dear Sir,

We would like to state that we are the students of your school. We are to attend classes from 8.00 a.m. to 3 p.m. Moreover there is interval between classes. We can spend these leisure hours in the common room by reading news paper or playing games. But we have no school common room. And we need a school common room. We can go there and have a pleasant time along with other friends.

Therefore, we earnestly hope that you would be kind enough to take steps to set up a school common room in our campus.

We remain Sir

Yours most obediently,

The students of Labratory School, Manikgonj

4. Write an application to your Headmaster for the permission of staging a drama

April 21, 2015

The Head Master

Dhaka Commerce School, Dhaka

Subject: Permission for staging a drama

Dear Sir,

We would like to state that we are the students of your school. We want to stage a drama in our school campus. We the students will act different roles of the drama. In this regard we have formed a committee which will look after everything of the drama. Besides, by acting the roles of the drama, the students will be able to give vent to their hidden creative talents. We need your permission and help.

Therefore, we hope that you would be kind enough to give us the permission to stage a drama in our school campus and oblige thereby.

Y'ours most obediently,

South East University, Dhaka

5. Write an application to your Headmaster for a seat in the school hostel

April 21, 2015

The Head Master

Labratory School, Khulna

Subject: Seeking a seat in the school hostel

Dear Sir,

I would like to state that I am the student of class X in Arts group. It is impossible for me to attend the classes from a long distance regularly. I have no relations in the nearby area where I can stay to attend my classes. In the circumstances it is hardly possible for me to continue my studies if I don't get a seat in the school hostel.

Therefore, I earnestly hope that you would be kind enough to allot a seat for me in the school hostel and oblige thereby.

I remain Sir

Yours most obediently,

A

Class - X, Roll - Y

6. Write an application to your Headmaster for the change of an elective subject

April 21, 2015

The Head Master
Labratory School, Pabna

Subject: For changing an elective subject

Dear Sir,

I would like to state that I am a student of class X in Arts group. At the time of my admission to your school, I took history as my elective subject. But now I want to change my elective subject, History because I do not find any interest in the subject mentioned. Moreover it seems to be difficult to me. Even I have no aim of pursuing higher studies in the subject. I would like to take Sociology instead of it.

Therefore, I earnestly request you to be kind enough to consider the subject.

I remain Sir

Yours most obediently,

A

Class - X, Roll - Y

7. Write an application to your Headmaster for a testimonial

April 21, 2015

The Head Master
Labratory School, Barisal

Subject: For a testimonial

Dear Sir,

I would like to state that I have passed S.S.C examination with first division in this year from Arts group. Now I am to apply for admission to different education institutes. Along with the application a copy of testimonial should be enclosed.

Therefore, I hope that you would be kind enough to issue me a testimonial.

I remain Sir

Yours most obediently

A

Roll - 1205

8. Write an application for a transfer certificate.

April 21, 2015

The Head Master,
Labratory School, Tangail.

Subject: For a transfer certificate

Dear Sir,

I would like to state that I am a student of class X Arts group of your school. I have been studying in your school for the last one year. I got myself admitted in your school in class X in

SSC Programme

the year 2013. Since then I have been your student. My father has been transferred from Tangail to Khulna recently and I shall have to go with him there. Moreover I have no relatives here with whom I can stay. So I need a transfer certificate from you.

Therefore, I expect that you would be kind enough to issue me a transfer certificate.

Yours most obediently,

A

Class - X, Roll - Y

9. Write an application to the Headmaster of a school seeking admission on transfer certificate.

April 21, 2015

The Head Master

Royal School, Dhaka

Subject: For admission on transfer certificate

Dear Sir,

With due respect, I beg to state that I was a student of first year Science group at Residential Model School in Bagherhat. My father is a government officer. Recently he has been transferred to Dhaka from Bagherhat. So, I could not but take a transfer certificate from Residential Model School. Now I intend to get myself admitted into your school on transfer certificate.

Therefore, I hope that you would be kind enough to give me the permission for admission to your reputed school.

Yours most obediently,

A

10. Write an application for a free studentship.

April 21, 2015

The Head Master

Labratory School, Rajshahi

Subject: For full free studentship

Dear Sir,

With due respect, I beg to state that I am a student of class-X Arts group. I come of a poor family. We are four brothers and three sisters. My father is a petty government office clerk. It is hardly possible for my father alone to finance our studies. I have no ability to bear my educational expenses. So I need a full free-studentship.

Therefore, I hope that you would be Kind enough to grant me free studentship and oblige thereby.

I remain Sir

Yours most obediently,

South East University

Class - X, Roll - Y

11. Write an application to the Headmaster of your school to set up a debating club.

April 21, 2015

The Head Master

Labratory School, Bogra

Subject: For setting up a debating club

Dear Sir,

We would like to state that we are the students of your school. We are proud of our school for its goods educational environment. We have many educational facilities here. But we have no debating club in our school which is very important for us. A debating club gives the students chances to practice debating among themselves. It enhances our opportunity to gather knowledge about the topics on which we debate. Besides, debating practice can make a student a good orator and out spoken. In this state, we need a debating club to be set up in our school area.

Therefore, we expect that you would be kind enough to take necessary steps to set up a debating club in our school campus.

Yours most obediently,

Students of Labratory School

12. Write an application to the Headmaster of your school to set up a computer club in your school campus.

April 21, 2015

The Head Master

Labratory School, Dhaka

Subject: For setting up a computer club

Dear Sir,

We would like to state that we are the students of your school. We are very much interested in learning computer. But we have no computer club in our school. But at present without learning computer, we cannot do even a day. Especially in the offices, industries educational and commercial institutions, computer is a must. Besides, a person, who knows how to operate

SSC Programme

computer, can manage a job for himself easily. So, we need a computer club to be set up in our school campus where we shall get an opportunity to learn computer operations.

Therefore, we hope that you would be kind enough to take steps to set up a computer club in our school campus.

Yours most obediently,

Students of Laboratory School

13. Write an application to the Headmaster of your school to set up a literary club in your school.

April 21, 2015

The Head Master

Laboratory School, Bogra

Subject: For setting up a literary club

Dear Sir,

We would like to state that we are the students of your school. We cannot but admit that we have many educational facilities in our school but we have no literary club in our school campus. A literary club is very essential for a school because it can inspire the students towards literary activities. It can organize debate competition, drama and many other cultural programmes. Besides, a literary club creates opportunities for the students to prove their hidden merit in particular subject. So, it is necessary to set up a literary club for the benefit of the students.

Therefore, we hope that you would be kind enough to take measures to set up a literary club in our school campus.

Yours most obediently,

Students of Laboratory School

14. Write an application to the Headmaster of your school for supplying additional books to your school library.

April 21, 2015

The Head Master

Laboratory School, Dhaka

Subject : For supplying additional books to the school library

Dear Sir,

We would like to state that we are the students of your school. We are very pleased having a good academic environment here. It is also a matter of pleasure for us that students are increasing in different classes of our school every year. But our school library has not sufficient books to meet the demand of the students. Besides, there are some books written by different

writers. But it is quite impossible for a student to collect all the books on the same subject. So, if we have available books on various subjects, it will be very helpful for us. In this state we badly need additional books in our school library.

Therefore, we hope that you would be kind enough to supply additional books to our school library.

Yours most obediently,

Students of Laboratory School

15. Write an application to the Headmaster of your school to subscribe to an English daily/ facilities in your school common room.

April 21, 2015

The Head Master

Laboratory School, Dhaka

Subject: For subscribing English daily in the school common room

Dear Sir,

We would like to state that we are the students of your school. We are proud that we have a spacious and well furnished school common room. But to our wonder, we see no English daily here. During our leisure we sometimes, feel an urge to go to our school common room to pass time. We then feel the necessity of English daily which will help us to know the current affairs as well as develop our English language. We need English daily for our school common room.

We, therefore, hope that you would be kind enough to subscribe to English daily for our school common room.

Yours most obedient

Students of Laboratory School

16. Write an application to your Headmaster seeking permission and monetary help to celebrate a victory in a cultural competition attended by your school students.

April 21, 2015

The Head Master

Laboratory School, Dhaka

Subject: Seeking permission and monetary help to accord a reception for our school cultural team

Dear Sir,

We would like to state that we are the students of your school. We think that you are also proud along with us for the achievement of our school cultural team for winning in the yearly cultural

SSC Programme

competition arranged by district cultural organization. Now, we would like to celebrate this victory of our cultural team for this great performance and we want your kind permission and necessary monetary help in this regard.

Therefore, we hope that you would be kind enough to give us the permission and grant an amount of money to make the programme successful.

Yours sincerely,

Y

On behalf of the Laboratory School students.

17. Write an application to the Headmaster of your school seeking permission to accord a reception to your school cricket team winning a match recently

April 21, 2015

The Head Master

Laboratory School, Dhaka

Subject: For permission to celebrate the victory of the cricket team of your school

Dear Sir,

We would like to state that we are the students of your school. We hope that you, along with us, are very pleased with the cricket team of our school for their victory in the inter school cricket competition held few days back. We want to celebrate this victory of our cricket team to make them more enthusiastic in this regard. So, we need your kind permission and co-operation.

Therefore, we hope that you would be kind enough to give us permission to arrange a function to celebrate the victory of the school cricket team.

Yours most obediently,

Students of Laboratory School

18. Write an application to the Headmaster of your school for holding a freshers' reception in your school.

April 21, 2015

The Head Master,

Laboratory School, Dhaka

Subject: Holding freshers' reception ceremony

Dear Sir,

We would like to state that we are the students of your school. We are very much interested to receive the students of first year of H.S.C class cordially. They are new comers to our school.

We want to greet them by arranging a reception. The students of different classes of our school have agreed on this plan. So, we need your kind permission and necessary monetary help in this regard.

Therefore, we hope that you would be kind enough to give us permission and assurance of monetary help to hold this freshers' reception.

Yours most obediently,

Students of Laboratory School



Read the following questions on Letter/Application writing.

1. Write a letter to your friend about your preparations for the final examination.
2. Write an application to the Headmaster of your school to hold a cultural function in your school
3. Write an application to the Postmaster General for the establishment of a post office in your locality.

Lesson 2 : Job Letters & Resume Writing



What is a cover letter for a job?

A cover letter is a document sent with your resume to provide additional information on your skills and experience. The letter typically provides detailed information on why you are qualified for the job you are applying for. A cover letter typically accompanies each resume you send out.

What do you write in a cover letter?

The three main objectives of your cover letter are to: introduce yourself, identify the position you are applying for, and explain how you found out about the position. Explain how you are qualified for the position and why you would be a great fit for the job. Request an interview and thank the employer.

The basic elements of a cover letter

- Greeting: Address your cover letter to the proper person.
- Opening: Write a personable, inviting opening paragraph that highlights how your skills are a perfect fit to the job.
- Catch: Highlight your past achievements as they relate to the job you're applying for.

Model Cover Letter 1

Write a job letter for the post of Shipping Manager

Mr. Ismail Hossain,
General Manager
Bina Shipping
467 Sheikh Mujib Road, Chittagong

Dear Mr Hossain,

You want some managers who are truthful, wholehearted and skilled. You want someone who really cares for the customers and can talk to them in English. You need somebody who understands merchandising. If my assumptions are correct, please consider me for the job.

Working as assistant manager in a big company like Chittagong Shipping Company has taught me how challenging a career in shipping business might be. Moreover, my B.B.A from IBA, Dhaka University will provide you with a well-rounded associate.

Sincerely,

(Signature)

Mahejabin Talukder

Enclosures:

- i) All educational Certificates
- ii) 1 experience Certificate
- iii) 3 copies passport size photograph(attested)
- iv) 1 copy resume

Model Cover Letter 2

Write a job letter for the post of Economic Researcher:

Director
Human Resources
Bangla Bank 22F,
Crane Square Dilkusha C/A,
Dhaka

Dear Sir,

In response to your advertisement published in daily The Independent on 10th June for the post of an Economic researcher I offer myself for the post. Having majored in statistics at the Shahjalal University of Science and Technology, I am confident that I would make a successful addition to your economics research department.

In addition to my strong background in statistics, I offer considerable business experience, having worked in a data processing firm, a hotel and a shipping company. I am sure that my courses in computer programming would prove particularly useful in an entry-level position.

I am attracted to Bangla Bank by the recent fast growth and the superior reputation of your Economic Research Department. After studying different commercial banks, I can say with confidence that Bangla Bank will be in a strong competitive position to benefit from imminent changes in the industry.

I would like to face in interview with you at your earliest convenience.

Sincerely,

(Signature)

Malabika Das.

Model Resume

M. Hasan

Mobile-01712117888, e-mail-hasan02@yahoo.com

Objective : Management position

Experience : * Financial analyst; Rabs Ltd, Dhaka; July 2011 to present

* Prepare annual reports

* Negotiate agreements with other companies.

* Staff Accountant; Karim Builders, Chittagong, August 2010 to June 2011

* Created a computer programme to keep accounts

* Handled budgeting and billing

Education : M.B.A. 2009-2010
Dhaka University
M.A(English) 2008-2009
Chittagong University
HSC (Science) 2007
Dhaka Board
SSC (Science) 2005
Jessore Board

Language Skill : Fluent in English; Bangla

Computer Skill : MS word, Excell, Power Point etc.

Special quality : Newscaster in Bangladesh Television, Dhaka.

Training : Office Management 2007-2008

Personal Information :

Name : M. Hasan
Father's Name : Mr. Maksud Alam
Mother's Name : Mrs. Nasreen Alam
Present Address: 234 Kalyanpur, Dhaka.
Mobile-01712117888
e-mail-srahman02@yahoo.com

Permanent Address: Vill. Ullah P.O. Kaligonj, Dist.- Jhenidah

Date of Birth : 1st February, 1984

Religion : Islam (Sunni)

Marital Status : Unmarried

Nationality : Bangladeshi

References :

Dr. Mokarram Hossain
Prof. Medicine
Dhaka Medical Collge, Dhaka.

Model Job Letter

1. Read the following advertisement from the Daily News, dated 25 May 2015, and then write a cover letter with a CV in response to it.

Teacher Wanted

An assistant teacher with a good command of spoken and written English is required for an English medium school in East-West school, Dhaka to teach English language in 'O' level classes. Attractive salary for suitable candidates with at least BA (Honours) in English. Apply with complete bio-data by 25 May to:

The Headmaster East-West School
Paltan, Dhaka.

To
The Headmaster
East-West School
Paltan, Dhaka

Dear Sir,

I have looked carefully at the job requirement of an assistant teacher, advertised by you in the Bangladesh Observer of 15 May 2015 and I feel confident that I possess the requisite qualifications and experience. I should feel grateful if you would kindly consider me for the post.

For your consideration I like to let you know that I have passed Hons, in English in 2007 and Masters in English in 2008 Now I am teaching as an English teacher in an English Medium School.

I would very much appreciate your giving me a chance to be interviewed. I would then be able to give you further details about myself and my work which should help you in judging my suitability for the post.

Yours faithfully,

Mr. Mahabul Alam

Enclosures :
i. Resume(1 copy)
ii. All educational Certificates(4 copies)
iii. Pass port size photographs(3 copies)

Resume

Personal Details :

Name : Mr. Mahabul Alam
Father's Name : Abdul Hannan
Mother's Name : Late- Mrs.Raseda Begum
Address (Present)
Age : 28 Years
Date of birth : 10th February 1985
Marital Status : Unmarried
Nationality : Bangladeshi.

Year	Examination	Division/ Class	Board/ University
2001	SSC	GPA-5	Dhaka
2003	HSC	GPA-5	Dhaka
2007	BA (Hons)	3.04	Dhaka University
2008	MA	3.01	Dhaka University

Training :

August 2009-2010	B.Ed	Bangladesh Teachers 'Training School' Dhaka
2011-2012	Computer	B.C.C. Council, Dhaka

Experience :

2011-2013 : Junior Teacher of English, Oxford English Medium School, Dhaka

Reference :

1. Dr. Nurul Islam
Professor, Department of Social Welfare Dhaka University, Dhaka
2. Professor Mokter Ali
Department of Computer Science, Dhaka University, Dhaka

2. Read the following advertisement from the Daily News, dated 15 May 2015 and then write a cover letter and a CV in response to it.

Junior Officers Wanted

Applications are invited for the post of junior officers. Candidates with Honours and Masters from any recognised university with minimum grade point-4.00 in all examinations are eligible to apply. The age limit is not more than 30 years.

Contact: The Advertiser, G.P.O Box No.-1207

An application for the post of a Junior Officer in a Bank.

20th May, 2015
The Advertiser
GPO Box No. 11000
Dhaka

Subject : For the post of a Junior Officer.

Dear Sir,

I came to know from your advertisement for Junior Officer in your Bank Published in The Bangladesh Times of 15th May, 2015 and I feel very much confident that I possess the requisite qualifications and experience. In this connection details of my educational career, experience etc. are given in the enclosed resume.

I hope you would give me an opportunity to be interviewed and then I shall be glad to give you any further information you may wish.

Yours Sincerely,
Mr. Mahbub Alam
210, Free School Street, Hatirpool, Dhaka.

Education :

2009	:	Master of Arts in English literature Dhaka University, Dhaka, Grade Point-3.08
2008	:	Bachelor of Arts (Hons.) in English, Dhaka University, Dhaka, Grade Point-3.08.
2004	:	Higher Secondary Certificate (HSC) Dhaka School, Dhaka Borad GPA-5
2002	:	Secondary School Certificate (SSC) Govt. Laboratory School, Dhaka Dhaka Board, :
	:	GPA-5.

Experience

Present	:	6 months. Junior Officer, Bangladesh Sonali Bank, Jhenidah.
---------	---	--

SSC Programme

03-03-2012 to 01-02-2013 : Assistant Account Officer
Islami Insurance, Dhanmondi, Dhaka.

30-07-2011 to 02-03-2012 : Public Relations Officers, Institute of Information Center,
Green Road, Dhaka.

Language : Fluent in English & Bengali

Computer Skills : Basic Knowledge of MS Word.

Personal Interest : Traveling, Reading & sight seeing

Reference : Dr. Nurul Islam
Professor, Department Social Welfare
Dhaka University, Dhaka.

Personal Information :

Name : Mr. Mahbabul Alam

Father's Name : Mr. Maksud Alam

Mother's Name : Mrs. Nasreen Alam

Present Address : 210, Free School Street
Hatirpool, Dhaka-1205

Permanent Address : Vill. Bhaberhat, P.O. Rupnagar
P.S.- Naldanga, Dist.- Dhaka.

Date of birth : 1st February, 1985

Religion : Islam (Sunni)

Marital Status : Unmarried

Nationality : Bangladeshi

Reference : Dr. Eftakhar Alam
Professor
Department of English
Dhaka University

3. Read the following advertisement from the Daily News, dated 15 May 2015, and then write a cover letter and a CV in response to it.

Sales Representative Wanted

Applications are invited for the post of sales representative. Interested candidates with minimum 2nd class graduation are eligible to apply. The age limit is not more than 30 years. Contact: The Advertiser, G.P.O Box No.-1209.

Write an application for the post of sales representative.

20th May, 2015
Advertiser
GPO Box No. 212
Dhaka, Bangladesh

Subject: For the post of sales representative

Dear Sir,

I wish to apply for the post of sales representative in your company advertised by you in the Daily Star of 15th May, 2015. I have passed SSC from science group in 2009 and HSC from the same discipline with GPA-5 in 2011 under Dhaka Board. I have also obtained my Bachelor

Degree (pass) with grade point-2.50 under National University in 2013. I am in service as a sales representative since February 2015 in Square Pharmaceuticals Limited, I have completed a short course on English language and computer from Bhuiyan Academy in 2010.

My qualifications and experience as a sales representative make me confident that I can do the job of a sales executive advertised by you.

I should be grateful if you kindly consider me for the post. I look forward to hearing from you soon. Please find my CV attached.

Yours truly

Kazi Takdir Alam

310, Free School Street Dhanmondi, Dhaka

Phone : 8165309

Education

MBA	Dhaka University	2009	Grade Point-3.08
BBA	Dhaka University	2008	Grade Point-3.08
HSC	Dhaka Board	2004	Grade Point-5
SSC	Dhaka Board	2002	Grade Point-3.08

Experience :

03-03 : 2012- 01-02 :2013 : Junior Marketing Officer, Pran Grpup, Dhaka

30-6 2011-2nd March-2012 : Public Relations Officers, Institute of Information Center, Green Road, Dhaka

Language : Fluent in English & Bengali

Computer Skills : Basic Knowledge of MS Word.

Training : IT 2011 AUB

Personal Interest : Traveling, Reading & sight seeing

Reference : Dr. Nurul Islam

Professor, Department Social Welfare
Dhaka University, Dhaka.

Personal Information :

Name : Takdir Alam
Cell no-0124785698 e-mail: ta0123@yahoo.com

Father's Name : Mr. Maksud Alam

Mother's Name : Mrs. Nasreen Alam

Present Address : 210, Free School Street Hatirpool, Dhaka-1205

Permanent Address : Vill. Bhaberhat, P.O. Rupnagar P.S.- Naldanga,
Dist.- Dhaka.

Date of Birth : 1st February, 1985

Religion : Islam (Sunni)

Marital Status : Unmarried

Nationality : Bangladeshi

Reference : **Dr. Eftakhar Alam**
Professor
Department of English Dhaka University



Read the following questions on Job Letter/Application writing.

1. Read the following advertisement from the Daily News, dated 15 May 2015, and then write a cover letter and a CV in response to it.

Wanted

Applications are invited for the post of part time teacher. Interested candidates with minimum 2nd class graduation and Masters degree are eligible to apply. The age limit is not more than 30 years.

Contact: The Advertiser, G.P.O Box No.-1210.

Write an application for the post of part time teacher.



Answer key:

Lesson-1 :

1. Write a letter to your friend about your preparations for the final examination.

Barisal 13th April, 2015

Dear Rabbani,

It is my great pleasure that I am in receipt of your letter. I came to know about your brilliant achievements in several programmes of cultural function. I congratulate you. Moreover you are an excellent singer. You have a God gifted voice. You have also extraordinary talent in acting. Culture the talent you have got. I hope that one day you will be famous all over the country. I am feeling proud of you thinking of that prospect. But don't neglect your studies. However, today I also want to let you know about my preparation for the final examination. You will be happy to know that my preparation is almost satisfactory. But I am revising all of my subjects now. I hope that I shall be able to complete my lessons before the examination starts. How is your preparation? No more today.

Please, convey my best compliments to your parents. Write to me soon.

Yours sincerely,

Rahim.

2. Write an application to the Headmaster of your school to hold a cultural function in your school

April 21, 2015

The Head Master,
Labratory School, Dhaka

Subject : For holding a cultural function on the 26th March

Dear Sir,

We would like to state that we the students of your school, want to hold a cultural function in our school campus. We have decided to hold this function on the 26th March, the indepenence day. We have planned to stage different programmes like drama, recitation, songs, comic and many other interesting entertainments in this function. Two learned professors have consented to help us. Now we need your kind permission and monetary help in this regard.

Therefore, we hope that you would be kind enough to give us the permission and assurance of monetary help to arrange this cultural function.

Yours most obediently,
Students of Labratory School

3. Write an application to the Post Master General for the establishment of a post office in your locality.

25th November, 15

The Post Master General,
Dhaka

Subject: For the establishment of a post office.

Dear Sir,

We would like to state that we are the inhabitants of Ramerkanda under the P.S of Keranigonj of Dhaka district. Ours is a very big village having about ten thousand population. The people of this village are in different professions. Some are working in different parts of our country. Some are living abroad. Besides, many students of this village are studying in different places of the country. People have to make correspondence with their family members, remit money orders etc. At present the nearest post office is four miles away from this village. So, the people have to suffer to get the postal services. In this state the establishment of a post office in this village is felt badly. Therefore, we hope that considering all these circumstances, you would be kind enough to take necessary steps to establish a post office immediately in this village.

Yours faithfully,

Md. Abu Tareq

On behalf of the people of Ramerkanda.

Lesson-2 : Application for the post of part time teacher

16th May, 2015
 The Advertiser
 G.P.O Box No.-1210
 Dhaka

Subject: For a part time teacher

Dear Sir

From a reliable source I came to know that you require a part time teacher to conduct the language and literature course designed for the students of class IX-X. I am confident that I will be able to perform the job. I would very much welcome the opportunity of an interview to support my qualification and ability. For your kind perusal my particulars including education and experience have been given below.

1. Name : Kazi Takdir Alam
2. Father's Name : Kazi Abdul Hannan
3. Mother's Name : Late. Raseda Begum
4. Present Address : B-2/E-8, Agargoan New Colony
Sher-E-Banglanagor, Dhaka.
5. Permanent Address : Village: Tilsunia, Post office : Tilsunia, Upzila : Kapasia,
District: Gazipur
6. Nationality : Bangladeshi (by birth)
7. Religion : Islam
8. Date of birth : 01.01.1990
9. Educational Qualification :

Name of Exam	Year of Passing	Group/Subject	Result	Board/University
S. S. C.	2004	Arts	GPA-5	Dhaka
H. S. C.	2006	Arts	GPA-5	Barishal
B. A. (Hons)	2010	English (Lit.)	GPA-3.04	Dhaka
M. A.	2011	Arts (Lang.)	GPA-3.03	Dhaka

10. Language Skills : Fluent both in Bangla and English
11. Training : i) A short course on MS Word in 2010 in BCIC Centre,
Dhaka
ii) A course on Business Management, BMDC, Dhaka
12. Experience : Assistant teacher of English June 2043 till now
13. Reference : **Dr. Nurul Islam**
Professor
Department of English
Dhaka University, Dhaka. Phone : 8612221