



**letter writing.**

In this area, let us learn how to write **a letter of application** for job.

This question carries **5 marks.** The question will be like this.

**40. Write a letter of application in response to the following advertisement which appeared in “The Deccan Herald” dated 18 January 2012. (Write XXXX for name and YYYY for address.)**

# **SANGAM PUBLISHERS**

**Wanted:** Sales Assistants

**Qualification** required: PUC

Fluency in English is essential

**Apply within 7 days** to

**The Director,**

**Sangam Publishers**

**Jayanagara, Bangaluru – 560 006**

**Important things to notice  
(look for)**

**1. Who is to apply? (from  
address)**

**2. When to apply? (Date)**

**3. Who to apply. That is,  
what is the “to” address?**

**Important things to notice  
(look for)**

**4. Which job to apply. ?**

**5. What is the required  
qualification?**

# 1. Who is to apply? **From** Address

Points to remember while writing  
**'from address'.**

a) address is **not given**

3  
Possibilities

b) An address **is given**

c) Will be asked to write  
**'XXX'** for name and **'YYY'**  
for address.

**Where to look for the from address in the question?**

**Write a letter of application in response to the following advertisement which appeared in “The Deccan Herald” dated 18 January 2012. (Write XXXX for name and YYYY for address.)**

## 2. where to find the date?

Write a letter of application in response to the following advertisement which appeared in “The Deccan Herald” dated 18 January

2012. (Write XXXX for name and YYYY for address.)

dated 18 January 2012 +  
Apply within 7 days

### 3. Where to look for the “to” address?

**SANGAM PUBLISHERS**

**Wanted: Sales Assistants**

**Qualification required: PUC**

**Fluency in English is essential**

**Apply within 7 days to**

**The Director, Sangam Publishers,  
Jayanagara, Bangaluru – 560 006**

Instead of

Apply within 7 days to,

it may be given as

2) **Your application should reach**

3) **Write to**

**The Director, Sangam**

**Publishers, Jayanagara,**

**Bangaluru – 560 006**

4. Where to look for 'Which job to apply' ?

**Clue:** look for the word  
“wanted” / “Requires” /  
“needs”. All these words  
mean the same.

# SANGAM PUBLISHERS

**Wanted:** Sales Assistants

Or it can be given as

**requires:** Sales Assistants

**needs:** Sales Assistants

Qualification required: PUC

Fluency in English is essential

Apply within 7 days to : The Director,

Sangam Publishers Jayanagara,

Bangaluru – 560 006

5. What is the required qualification?

Qualification required: PUC

Fluency in English is essential.

Or, It may be like this:

The candidate should be.....

Look at the following ads  
and make a note of the five  
essential data.

1. From address (**Who is to apply**)
2. When to apply (**date**)
3. Who to apply (**To address**)
4. Which post to apply. (**for the post of....**)
5. **Qualification** needed.

1. Write a letter of application in response to the advertisement that appeared in ‘The Times Of India’ on 18 Feb 2012.

**Wanted: Lecturers in English**

**Qualification: Master degree in English and knowledge of Kannada is essential Experience required: 1 year in any college Apply within 10 days to The Secretary, Vidya Education Society, Gadag.**

XXX

YYY

~~18<sup>th</sup> March 2010~~

~~The Secretary~~

~~Modern Education Society~~

~~Jayanagara~~

~~Bangalore~~

Sir, Madam

Sub: Application for the post of.....

**In response to your  
advertisement in \_\_\_\_\_  
dated \_\_\_\_\_ for the post of  
\_\_\_\_\_ I wish to submit  
my application for the said post.  
I have, herewith, enclosed my  
Resume and photo copies of the  
certificates.**

**Thank you  
Yours faithfully.**

**-----sd-----**

**(XXXX)**

**2. Write a letter of application in response to the following advertisement appeared in The Hindu dated 6 February 2012. (Write XXX for your name and YYY for your address.)**

**Wanted: Assistant  
Teachers.**

**Qualification: B.Sc., B.Ed.**

**Required fluency in Kannada and  
English, knowledge of computer is  
appreciated.**

**Apply within 7 days to  
The Head Master  
K.V.S.R. High School,  
Gadag -582101.**

**XXX**

**YYY**

**9 February 2012**

**The Head Master  
KVSR High School,  
GADAG-582101.**

**Dear Sir,**

In response to your advertisement in 'The Hindu' dated 6 February 2012, for the post of 'Assistant Teachers', I wish to submit my application. I have indicated details of my qualification, experience etc., in the enclosed resume for your kind perusal.

**Should you require any further information, I shall be glad to furnish it either in person or by post**

**Thank you**

**Yours faithfully**

**XXX**

# RESUME

**Name** : **XXX**

**Address** : **YYY**

**Date of Birth** : **03.06.1988**

**Qualification** : **B.Sc. B.Ed.**

**Experience** : **Fresher**

**Languages known** : **English,  
Kannada**

**Personal Info.** : **interested in  
Music**

**Write a letter to the Editor of 'The Times of India' drawing the attention of the public towards the irregular supply of drinking water to your area. You could use the following points.**

- **Poor Supply of water**
- **Lack of supervision**
- **Damaged water pipes**
- **Long distance walk for drinking water**
- **Suggestions to improve**

**XXX**

**YYY**

**6 February 2012**

**The Editor**

**The Times of India**

**Bangaluru.**

**Dear sir**

**Subject : 'irregular supply of drinking water in our area.'**

**With reference to the above subject, I would like to bring to your notice the problem of poor supply of drinking water in our locality.**

**We do not get drinking water regularly. The water pipes are damaged. The lack of supervision adds to the problem. We have to walk a long distance to fetch drinking water.**

**I request the concerned authorities to appoint a waterman to monitor the supply of drinking water and to maintain the water supply pipes.**

**I request the concerned  
authorities to take necessary  
action to solve the problem  
immediately.**

**Thank you**

**Yours faithfully**

**XXX**