

Write a Resume with the cover letter. See the Cover letter format and Resume format below

COVER LETTER FORMAT

Writer's address

Date

Recipient's address

Subject

Salutation

Introduction (why you are applying for this job and your detail)

Discussion (Optimistic call for interview)

Conclusion (Complimentary close)

- Enclosures**
- 1. Resume**
 - 2. Photocopies of certificates**

RESUME FORMAT

Personal Detail

Name
Address
Phone number
E-mail

Career objective

Area of interest
Your strength

Employment

Past job detail (if any)
Present detail

Education

Begin with most recent degree

Professional skills

Training
Seminar

Professional affiliation

Member of a club (renowned)

Personal data

Hobbies
Language
Religion
Nationality

References

1 or 2 references with full detail