

# Format – Cover letter

Sender's Address

Date

Receiver's Name

Receiver's Address

Sir/Madam

Sub –

Content

I will be available for personal interaction at a time convenient to you in case of my candidature is considered for the aforesaid is considered for the aforementioned post.

I look forward to a positive reply.

My detailed resume is attached here with for your perusal. Looking forward to a positive response.

Yours Sincerely

Signature

Full Name

# Format – Functional

Name of the candidate

Address of the candidate

Phone no

Email

**CAREER OBJECTIVE**

Technical skills

**PERSONAL SKILLS**

**PROFESSIONAL QUALIFICATION**

**ACADEMIC QUALIFICATION**

**ACHIEVEMENTS AND EXTRACURRICULAR ACTIVITIES**

**PERSONAL DETAILS**

**REFERENCES**

**DECLARATION**

**DATE**

**PLACE**

**NAME**

**Q - You have recently qualified CA Intermediate and willing to join practical training(\*Application for article ship training)**

**Draft a resume highlighting your**

**Education**

**Technology skills**

**Achievement**

44 CD Road  
UC Block  
Pitampura  
New Delhi -110000  
Ph 91 – 44554455  
[Rahulverma44@gmail.com](mailto:Rahulverma44@gmail.com)

Date – 12/09/2021

The HR Manager  
XYZ Company  
15 New Street  
Banglore – 112255

Respected Sir/Madam

Sub – Application for article ship trainee

I am Rahul Verma , a student pursuing Chartered Accountant Course. I have cleared the intermediate level with All India Rank -24 in November -2020 Examination. I am writing this letter to express my keen interest in joining your esteemed firm as an article trainee..

I have completed my school from DAV Public School, Rohini, and I am pursuing my graduation from SRCC college, New Delhi. I am in second year of college at present. I have completed the mandatory ITT and orientation programme conducted by the Institute of Chartered Accountants of India.

I am eagerly looking for an opportunity in a renowned firm like yours so that I am able to learn and grow as a professional. I am waiting to present myself for a personal interview. I assure you that I shall work with utmost allegiance to your firm.

My detailed resume is attached here with for your perusal. Looking forward to a positive response.

Best Regards

Signature

Full name

Rahul Verma

Rahul Verma  
 UV Block ,Pitampura  
 New Delhi 110000  
 Ph 91 – 88996655  
[Rahulverma06@gmail.com](mailto:Rahulverma06@gmail.com)

### **CAREER OBJECTIVE**

Seeking to be a part of an organization where I can leverage my knowledge, skills and put an effective use to my analytical understanding and professional competence in the areas of auditing, taxation and accounting, so as to align self development with organizational development.

### **TECHICAL SKILLS**

- Comprehensive understanding of MS office
- Knowledge of Accounting standards, Taxation, Cooperate Law.
- Working knowledge of accounting soft wares – Tally ERP .9
- Completed information of Technology training and Orientation Training course of ICAI.

### **PERSONAL SKILLS**

- Excellent written and verbal communication
- Organized and focused approach.
- Time management skills
- Ability to work both in a team and individually.

### **PROFESSIONAL QUALIFICATION**

YEAR	COURSE	NAME OF INSTITUTION	MARKS	RANK
Nov '20	CA Intermediate	ICAI	620/800	AIR 26
Nov '19	CA Foundation	ICAI	350/400	AIR 30

### **ACADEMIC QUALIFICATION**

YEAR	COURSE	NAME OF INSTITUTION	PERFORMANCE
MAY '20	<b>B.COM</b> (Hons) Sem II	SRCC College , New Delhi	SGPA 8.90
DEC '19	B.COM (Hons) Sem I	SRCC College , New Delhi	SGPA 8.75

2019	Higher secondary	DAV Public School ,Pitampura	97.5%
2017	Secondary (ICSE)	DAV Public School ,Pitampura	95.6%

**ACHIEVEMENTS AND EXTRA CURRICULAR ACTIVITES**

- Secured AIR 30 in CA Foundation Nov'19
- Secured AIR 26 in CA Intermediate Nov'20
- Secretary of commerce society in SRCC college.
- School topper in debate.
- Volunteer in various NGO

**PLACE** – New Delhi

**NAME** – Rahul Verma

**PERSONAL DETAILS**

DATE OF BIRTH            24<sup>TH</sup> JULY

Marital status            Sngle

Languages Known        Hindi/English

**REFERENCES**

Available on request

**DECLARATION**

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

**DATE** – 12/09/2021