

Q1 - Mr. Mohit Agarwal, a resident of Meerut, have recently come across an advertisement, for a job vacancy in a leading TV Channel for the post of journalist, in The Times of India dated August 1, 2018. Draft a Resume alongwith a cover letter in response to the advertisement.(2018 Nov)

Answer 1-

Cover Letter

To
Manager(HR)
ABC TV
FGH Media Pvt Ltd
Mandi House
New Delhi.
Sir,
Subject: Application for the post of Journalist

Date: Nov 13, 2018

Greetings for the day ! I am writing this letter to express my interest in the position of Journalist as advertised in the SDF national daily, Careers section dated August 1, 2018. I fulfil all the educational and professional requirements as specified in the advert. I am a post graduate in Media Studies from ASD University and interned at renowned media houses (print and TV) I have two years of relevant experience. Currently I am heading the regional news section at XYZ TV at their Meerut office.

My detailed resume is appended herewith for your perusal. Looking forward for a positive response.

Best Regards,

Mohit Agarwal

36, Civil Lines,

Meerut. UP

Resume

Mohit Agarwal

36, Civil Lines

Meerut,UP

Phone: 98XXXXXXXX

Email: abc@xyz.com

OBJECTIVE:

To be associated with an organisation that offers tremendous opportunities for growth and autonomy, providing a challenging environment to harness my creative streak, innovative ideas and utilise my experience as a media correspondent to the maximum.

SUMMARY:

- One year of experience as a staff correspondent in CVB TV.
- Two years of experience as Head Regional News XYZ TV
- Proven skills in content planning, selection and presentation.
- Excellent Reporting skills in English and Hindi.

EXPERIENCE:

2016 – PRESENT Head Regional News XYZ TV Meerut

- Planning and deployment of staff correspondents
- Sponsorship Planning from corporate and medis houses
- Staff selection and Training
- Media Planning for regional corporate houses

2015– 2016 Staff Correspondent CVB TV

- Capturing Events
- Conceptualising stories
- Presenter for “Khufia” section of Daily News

EDUCATION:

2014 Masters in Mass Comm, ASD University, New Delhi

2012 English(H), ASD University, New Delhi

INTERNSHIPS:

2014 Two month at World Journalists Association (Articles Section)

2013 4 months at CNN TV in News production and planning

SKILLS

- Well versed with Media Softwares

- Meticulous Planning and Execution skills with an eye for detail

PERSONAL DETAILS

Date of Birth 15 June, 1992

Marital Status Unmarried

Languages Known English, Hindi

REFERENCE - Upon request

DECLARATION

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

Date: Nov 13, 2018

Place: Meerut

(Mohit Agarwal)

Q2 – Prepare a cover letter with a detailed resume in the functional format for a candidate applying for the post of Article assistant in a CA firm in Gomati Nagar in New Delhi.

Name – Jagjeet Singh

Qualification – Ca intermediate

Cover Letter

To

Date: Nov10, 20XX

Manager(HR)

SDF Consultants

Q 27, SEZ,

Gomati Nagar

New Delhi 1100xx

Sir,

Subject: Application for the post of Article Assistant

Greetings for the day ! I am writing this letter to express my interest in the position of Article Assistant in your firm.

I qualified CA Intermediate both groups in the second attempt in July 2021. I have recently completed the mandatory ITT and Orientation programmes.

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

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

Best Regards,

Jagjeet Singh,

C-30, Indra Nagar

New Delhi 1100xx

Resume

Name: Jagjeet Singh,

Address: C-30, Indra Nagar

NewDelhi-1100XX

Email id: youremail@gmail.com

Mobile No.- +91 XXXXXXXXX

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Objective

I seek to join a firm where I can learn various aspects of the profession and use my skills and knowledge of MS Excel, MIS, Tally, and Taxation with GST.

I wish to contribute towards organizational goal through my technical skills, hard work and creativity.

Academics

Qualification	University/Board	Year of Passing	Score/Marks
B.Com	DU	Pursuing	
CA Intermediate	ICAI	2021	69%
CA Foundation	ICAI	2019	75%
XII	CBSE	2017-18	91%
X	CBSE	2015-16	90%

Skills

MS-Office, Tally, Advance Excel, Payroll, MIS

Good analytical and decision making skills

Achievements

- As Vice-Captain of the school Football team won 2 consecutive zonal inter- school championship matches
- Stood third in school in Maths Olympiad in class X.
- Stood second at the state level Dance Competition organized by the NGO Sankriti.

Personal Details

Father's Name:

Date of Birth:

Nationality:

Declaration

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

Date:

Jagjeet Singh
Signature

Q3 – Prepare a Chronological resume of commerce background student ,having worked in a firm for 1 year and gained experience in general management skills .The candidate has cleared IPC group 1.

Chronological Resume

Name

Address

Phone Number

Email

OBJECTIVE: To be associated with an organisation that will offer to me tremendous opportunities for growth in career and provide a challenging environment that will utilise my accounting skills and abilities to the maximum.

SUMMARY:

- Have cleared IPCC, Group 1
- Have an years experience of working in an office
- Possess good management skills
- Can work under pressure situations
- Willingness to learn more is the driving factor.

EXPERIENCE:

2017 to present day

Junior Manager

Name the company, address

EDUCATION:

Begin from recent education moving back to college and then lastly school.

2017: CA IPCC, Group 1

2016: B. com (h), Kirori Mal College, DU

2014: class XII th, DAV Model School, Pitam Pura, New Delhi

2012: class Xth, DAV Model School, Pitam pura, New Delhi

SKILLS: Well versed with MS Office

Working knowledge of Tally

• Completed compulsory 250 hrs. of Computer Training as per ICAI curriculum schedule.

• Updated with all the latest computer applications and softwares.

PERSONAL DETAILS:

Date of Birth: 15 July, 1982

Marital Status: Unmarried

Languages Known: English, Hindi, French

Permanent Address: 822, SFS Flats, Pitam Pura New Delhi 110034

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

Date: Place: (Name)

Q4 – Prepared a detailed resume in the functional format for the candidate applying for the post of sales manager in a FMCG company. Include past experience with emphasis in sales background.

Name – Manish Reddy

Experience – Over 10 years (2 Jobs)

Current designation – Senior sales executive.

Resume Writing

(1) Functional format Resume

Name: Manish Reddy

Phone: 040-123456

Email: -mreddy@gmail.com

Address: 123, Chennai Road, Chennai

Birthday: 1st January

CAREER OBJECTIVE: Seeking a challenging career with a progressive organization that provides an opportunity to utilize my sales and marketing I skills & abilities in the FMCG sector.

PERSONAL SKILLS

Excellent convincing skills

Highly sales driven

Ability to work independently or as part of a team

Proven leadership skills and ability to motivate

EDUCATION

B.com from Hindu College, Delhi University

PGDIM from Symbiosis University, Pune

ACHIEVEMENTS

• Awarded the 'Best Sales person' Award in the company

Awarded a cash prize for two consecutive months for over achieving sales target.

PROFESSIONAL EXPERIENCE

XYZ Pvt. Ltd, Chennai

Worked as a Junior Sales Executive

Responsible for daily sales with a predicted target

Experience: 5 years

Auromatic Brothers

Worked as Senior Sales Executive

Responsible for monthly sales target

Led a team of twenty members.

Experience: 5 years.

REFERENCES: Will be provided upon request.

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

Date: Place:

(Manish Reddy)

Q2 – You are Vishnu Shresth , 16 KY Nagar, Delhi. You wish to apply for the post of Marketing manager in a reputed firm in Mumbai. Write a letter on 1st December 2021 to the Public relation officer, ZZ enterprises, Mumbai, applying for the job. Write a letter including your resume.

