

JOB APPLICATION CLASS 12 EXAMPLE 1

Satluj Public School, Ahmedabad requires a sports coach. You should be a degree holder in physical education as well as a SAI certified coach in athletics. You have seen their advertisement and you know that you have these qualifications. Write an application in 120 – 150 words along with your resumé. You are Ajay Kumar , House No 442, ABC street, Indore.

To,
The Principal,
Satluj Public School,
Ahmedabad.

Subject: Application for the Position of Sports Coach.

Respected Sir/Madam,

I'm writing to apply for the job of sports coach at Satluj Public School in Ahmedabad, which I saw advertised in the local paper. As a coach with a lot of training and experience, I think I have the skills and knowledge to help your students do well in sports and athletics.

I have a degree in Physical Education from a well-known university, and the Sports Authority of India (SAI) has given me a certificate as an athletics coach. I've been a coach for more than five years, and I've worked with students of all ages and skill levels to help them reach their full potential in sports.

My best sport is track and field, but I'm also good at football, basketball, cricket and other sports. I also have great communication skills that help me teach my students difficult ideas and methods.

Please find my resume with this letter. It gives more information about my skills, experience, and achievements. I'd love the chance to talk with you

about why I'm a good fit for the job and how I can help your school's sports programme.

Thank you for taking the time to think about this.

Sincerely,
Ajay Kumar
House No 442, ABC street, Indore.

Enclosure: Resumé

Also see:

[Job Application with Biodata, Format, Topics, Examples](#)

[English Writing Skills for Class 10, 11, 12 Letters, reports](#)

JOB APPLICATION CLASS 12 EXAMPLE 2

(Based on Previous years Question Papers)

You are Vijay/Anita, living at 5, Dakshin Marg, Sector 21, Chandigarh. Read the advertisement given below and apply for the job that suits you giving your bio-data separately.

Amity University requires Lecturers in English and Demonstrators in History, Geography, political Science for their new Campus at Mohali. Candidates with a minimum of 5 year experience alone can apply. Excellent command of English is a must. Excellent package and compensation for experienced persons. Those interested may e-mail to amitymohali@gmail.com

Subject: Application for the Post of Lecturer in Demonstrator in History

Respected Sir/Madam,

I am writing this letter to apply for the post of Demonstrator in History at the new campus of Amity University in Mohali, as advertised in the local newspaper. My name is Vijay, and I have completed my Masters in History and have been working as a Demonstrator for the past 7 years.

I am confident that my experience and qualifications make me a strong candidate for the job. As a Demonstrator, I have had the opportunity to teach a wide range of students, and I have always received excellent feedback from my students and colleagues. I have a strong command of English and am able to teach it in a manner that is easy for students to understand.

In addition, I am confident in my ability to teach History and have an excellent understanding of the subject matter. I have also participated in various workshops and seminars, which have given me a deeper understanding of the teaching and learning process.

I am confident that I will be an asset to your esteemed institution, and I am excited about the opportunity to contribute to the growth and development of Amity University in Mohali.

Please find my bio-data attached herewith for your kind perusal. If given an opportunity, I assure you that I will work hard to exceed your expectations.

Thank you for your time and consideration.

Sincerely,

Vijay
5, Dakshin Marg,
Sector 21, Chandigarh.

Enclosure: Bio-data

Also See:

[Job Application and biodata Class 12 CBSE Format, Examples](#)

[English Writing Skills for Class 10, 11, 12 Letters, reports](#)