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## job application format for the post of sales manager

**Question:** You are *Pawan/Priyanka, 13, Vaishali, Delhi*. Read the advertisement given below and write a letter to the advertiser, applying for the job. Also, give your detailed resume which you would send along with your letter of application.

**Answer:**

22-Industrial Estate,  
Faridabad-11  
Haryana

10th March 200...

General Manager  
Wisdom Publishers Ltd.,  
10 Sector-24 Faridabad-11

**Subject: Application for the Post of Sales Manager**

Sir,

Reference your advertisement for the above-mentioned post, I have attached my detailed **resume**. I think it will suit you appropriately and on my behalf I will try my utmost best to satisfy my superiors with my work and conduct. I am available for an interview at a date convenient to you.

Yours Faithfully

*Pawan/Priyanka*

Encl.: Bio-data and relevant photocopies.

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## RESUME

Name : Pawan/Priyanka

Father's Name : Sh. Vijay K. Aggarwal

Address : 22, Industrial Estate, Faridabad-11, Haryana.

Contact Number : 22435768

Date of Birth & Age : 5th January 1987, Age: 25 years.

Educational Qualifications : B.Com, M.B.A

(i) Secondary from Haryana Board, Bhivani in 1999 with 85% marks.

(ii) Senior Secondary from C.B.S.E. in 2005 with Commerce securing distinction marks.

(iii) B.Com (Hons) from Delhi University in 2007 from Delhi University with 70% marks.

(iv) M.B.A from Delhi University in 2009

Hobbies : Reading and Playing of Table Tennis

Language Known : Hindi, English and German

Extra Activities : (a) Captain of N.SS. Team

(b) Captain of Table Tennis, D.U

Experience : Working as Sr. Executive with M/s. Jiwan Publishing House, Darya Ganj, New Delhi since July 2007.