



# Sample Cover Letter or Application for the post of a Chemist

**Question:** You are Pawan/Priyanka, 131, Jagriti vihar, Gurgaon. While reading a newspaper you came across an advertisement for the post of a chemist from Charak Research and Development Ltd., C-82, Noida Industrial Area, Noida. You wish to apply for it. The qualifications mentioned in the advertisement are:

1. Graduate with good command of English.
2. 5-7 years of experience in the production of Ayurvedic products
3. Should be able to handle production independently
4. No. of Vacancies -2
5. Location- Delhi
6. Salary- will not be a constraint for the right candidate

Apply with full details to the manager, Production Unit.

**Answer:**

131, Jagriti Vihar,  
Gurgaon-25,  
5th June,200...

Manager  
Production Unit,  
Charak Research and Development Ltd,  
C-82, Noida Industrial Area,  
Noida-32

**Subject:** Application for the post of a chemist

Sir,

In response to your advertisement in a newspaper, applications have been invited for the above-mentioned post. Considering my Suitability for it, I enclose my details. I hope to serve my superiors to the best of my hard work, honesty, satisfaction, and efficiency. I may add that I can handle the production quite independently.

Yours Faithfully  
Pawan/Priyanka

## RESUME

**Name:** Pawan

**Father's Name:** Dr. Aruk K. Gupta

**Address:** 131, Jagriti Vihar, Gurgaon-25(Haryana)

**Age and Date of Birth:** 29 years, 15th January, 1984

**Contact No.:** 0130-2267

**Educational Qualifications:** (i) Passed Sr. Secondary Exam from CBSE in 2001

(ii) B.Pharm from K.U, Kurukshetra in 2004(securing 1st Rank)

(iii) M. Pharma from M.D University in 2006, Gold Medalist

(iv) Knowledge of Computer India since July 2006 in the production of Ayurvedic products

**Experience:** 2 Year's

**Languages Known:** English, Hindi & German

**Salary:** Negotiable

**References:** 1. Dr. S.S. Sardana, Head of Deptt. (Cog) M.D University Rohtak

2. D. A.K Mittal, Professor(Cog) K.U, Kurukshetra (Haryana)