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Application for the post of a Post Graduate Teacher in English

Question: Read the Advertisement given below and write a letter applying for the job. Also, give your detailed resume to be sent along with the letter. You are Pawan of 95, HAL Colony, Bangalore.

Answer:

95, HAL Colony,
Bangalore-500015,

10th May, 200..

The Advertiser,
Post-Box No. 178,
C/o The Deccan Herald,
Bangalore-15,

Subject: Application for the post of a Post-Graduate teacher in English

Sir,

In response to your advertisement appeared in the newspaper about the post of a Post Graduate Teacher (English). I submit my resume in the following few lines. I hope to provide the best-dedicated service to the cause of education.

Yours Faithfully,
Pawan

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RESUME

Name : Pawan

Father's Name : Sh. D.Kumar

Residential Address : 95, HAL, Colony, Bengaluru-500015

Age and Date of Birth : 27 years, 5th January 1986

Educational Qualifications : M.A.(English)(German) M.ED.

Teaching Experience : 3years. At present I am working with N.F. Public School Mysore on regular basis as a lecture in English since MAY 2009.

Other details :

1. Captain of Volley Ball and Wrestling.
2. Arranging excursions and trips.
3. Editor of school madazine "Nature".
4. Knowledge of Scouting and NCC.
5. Gardening as a specific hobby.
6. I have got first class throughout my educational career.
7. I am a married man with one child.
8. I would accept the government scales and rules.