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How to Write Job Application Letter for the post of Supervisor

Question: During the summer month after your exams are over, you want to utilize your time by writing for the summer in a leading chain of restaurants. You are *Pawan/Priyanka*. **Write an application letter for the post of Supervisor giving your complete bio-data to the HR Manager Subways, GK Part II, New Delhi.**

Answer:

15/21 Leyton's Square,
Mumbai,
5th April, 200...,
The Manager,
Subways, G.K Part II,
New Delhi,

Subject: Job application for the post of supervisor

Sir,

Please refer to your advertisement in [The Times of India](#) on 28th March for the above-mentioned post, I want to serve under your kind control and guidance. I give my brief profile as under:

Name : Pawan



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Father's Name : Sh. Gautam Sinha

Age & Date of Birth : 23 Years, 15th August 1989

Qualification : Appeared for +2 stream from CBSE , New Delhi this year with Hotel Management as one of the subjects.

Experience : Previous year I worked for three months with Taj Group of Hotels in Agra.

My work and conduct were well praised by the management. I attach my bio-data details and other relevant papers for considering my suitability for the post.

I am available for an interview as and when you deem fit. This small earning will help me to continue my further consideration.

**Yours faithfully,
Pawan**

Encl.: Resume