**FORMAT FOR JOB APPLICATION**

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| **1. SENDERS ADDRESS**  Never put his / her name in the address |
| **2. DATE**  The date appears directly below the address after leaving a line. |
| 3**. RECEIVER’S NAME / RANK AND HIS / HER ADDRESS** |
| **4. SALUTATION**  It is a customary greeting with which the sender opens the letter. |
| **5. BODY OF THE LETTER**  This usually uses three paragraphs but ay be shorter or longer. |
| **6.COMPLEMENTARY CLOSURE:**  Name and designation of the sender. |

**A job application has two parts. One is a covering letter and the other is the bio-data to be sent along with the covering letter.**