**JOB APPLICATION : SAMPLE-I Read the following advertisement:**

|  |
| --- |
| **Wanted ! Suitable young Sales Assistant on a part-time basis**  **to Market Garments for a leading fashion designer.**  **Apply to Manager,**  **New Creations, 147 Lajpat Nagar, New Delhi - 110024** |

**Write an application in response to this advertisement.**

**23 Maharani Bagh**

**Bali Road,**

**Daharadon.**

**18th July, 2018**

**The Manager**

**New Creations**

**New Delhi – 110024**

**Subject Application for the Post of Sales Assistant**

**Respected Sir,**

**I read your advertisement for the post of a Sales Assistant on a part-time basis in the ‘Times of India,’ dated 25th June, 2018 and I wish to apply for the same. I enclose details of my educational qualifications and experience in my bio-data. I can provide testimonials and certificates if you require them. If you consider that my application is meritorious, I am available for an interview at any time to suit your convenience.**

**Thanking you**

**Yours faithfully**

**XXXXXXXXX**

**Bio-data**

**Name**

**Home Address**

**Mobile**

**E-mail**

**Educational Qualifications**

**Extra Quslifications**

**Experience**

**Age**

**Personal Details**

**Hobbies**

**References**