**Cover letter: Applying for the post of Assistant Engineer**

XXXXXX,

20-01-2018.

TO

XXXXX,

XXXXX,

XXXXX.

I am seeking a position as an Assistant Engineer with your company. I saw that you had posted an open position, and I feel it would be a great fit for my skills. After reviewing your advertisement, I see that I meet the necessary qualifications.

I earned my Bachelors in Engineering from Spaulding University, and then went on to intern for a leading company in the field. After completing my internship, I was hired for a full-time position which I have worked for the last two years. Although I enjoy my current position, circumstances are causing me to move into your area. Once I saw you were looking to hire an assistant engineer, I knew I needed to apply for your company.

Please feel free to contact me with any questions, and I look forward to the opportunity to discuss this position with you further.

**Letter to the news paper editor:**

XXXXXX,

20-01-2018.

FROM

XXXXX,

XXXXX,

XXXXX.

TO

XXXXX,

XXXXX,

XXXXX.

Sir,

Subject: The problem of traffic jams –Regd.

Traffic jam in the roads and streets of Vijayawada city has become a serious problem and a matter of headache to the city dwellers. In some areas, traffic jam is so acute that people have to wait inside the box-like vehicles hour after hour with painful worries and anxieties. Thus, thousands of work hours are being wasted unexpectedly. People going to offices and workplaces are losing their schedule frequently. It is known to all that the main reasons of this traffic jam are narrow roads and streets in proportion to ever-increasing vehicles, slow moving vehicles plying in the same road with fast moving ones,

transports without having fitness. The solution to un-spacious roads may be building up flyover at jam-prone points of the city. But the flyovers built so far

by the government are very insufficient. Building up more and more flyovers can solve this problem to a great extent. Again, the problem of slow-motioned vehicles is hanging for years but no government in the past seemed to be so sincere to solve this issue. As a result, falling prey to traffic jam and losing time, energy and patience has become inevitable for the sufferers.

In this regard I draw the attention of authorities concerned to take immediate action to minimize traffic jam to relieve sufferings of people.

Thanking you,

Yours faithfully,

Xxxxxxx

**Letter to your friend about the importance of reading newspaper:**

XXXXXX,

20-01-2018.

I’ve come to know from your mother that you are indifferent to reading newspaper. The news is very disappointing. I’m free today. So, I’ve decided to write a few words to you about the importance of reading newspaper.

In this age of technological advancement, it is very essential to know what is happening around the world. And newspaper is the best printing media to keep up-to-date with the information of latest affairs of home and abroad. You keep your eyes on newspaper as it were you kept your eyes on the whole world. Reasonably, it is called the mirror of the world. This is because you will get all the news of local and international affairs of politics, business, history, economy, games and sports, religions, technology and recreation in one place in newspaper. Hence reading newspaper will gradually widen your knowledge and develop your power of thinking. So, to keep pace with the modern world and to ensure a smart and conscious life, you have to read newspaper.

So, start reading newspaper routinely from now on. You’ll surprisingly see it will be a habit with you.

That’s all for today. More when we meet.

Yours lovingly,

Xxxxxxx

***Sample letter format for issuing original certificates***

From  
Name of the student  
Roll number or Register number of the student  
College name  
Address  
  
To  
The Principal / Director  
Name of the College  
Address of the college  
  
Subject: **Requisition to issue my original certificates**  
  
Respected sir,  
I have successfully appeared for final semester exams. Now I am in need of all my original certificates to apply for a job. TC, Course Completion, Conduct Certificate and Mark Sheets up to last semesters are required at this moment. Kindly make necessary arrangements to get my certificates at the earliest.

Thanking you,

Yours truly,  
(Signature)  
(Your Name)

***Write a letter to the municipal officer demanding a garbage bin your area.***

From  
Name,   
Place ,

District.

To

The Municipal Commissioner

Place,

District.

**Sir,**

Subject: Letter regarding putting a garbage bin in our area.

I wish to bring to your kind notice that the garbage around Lake View road was initially being removed twice a week, whereas it should be on a daily basis, now even that it should be done on a daily basis. Without garbage bins, the place looks very dirty. Some diseases are spread through mosquitoes, and other insects. The garbage is a breeding centre for these insects. This is very harmful for us. Hence, I request you to put garbage bins in our area and also please enlighten the people to throw garbage in garbage bins. I am looking forward to your support and co-operation.

Thanking you,

Yours sincerely,

YOUR NAME

***Read the following passage and make notes using cue method and mapping method:***

A Robot can be defined as a mechanical gadget that performs functions normally ascribed to human beings. Karel Capek introduced the word robot while Sir Isaac Assimov coined the word robotics, which is a science of dealing with robots.The study of robotics includes, selection of material of proper quality for the components, design, fabrication design of electronic circuits, computers and computer programming and its control. The science of robots is still in developing stage and a lot of research is being pursued for making robots more suitable for working.Depending upon the area in which robotics are to be used, robotics is a multidimensional field that includes disciplines such as biology, medical science, psychology, agriculture, mining, various branches of engineering, outer space, etc. At present, robots are mainly used in industries. These industrial robots are programmable and perform a variety of jobs through programmed motions. Basically, there are two types of robots: fixed and mobile. A fixed robot is attached to a immovable platform. It is similar to a human being standing or sitting in a fixed position while doing the work with hands. On the other hand, a mobile robot moves from place to place. The mobility of a robot is due to wheels or legs or other crawling material provided to it. A mobile robot can be given a human shape. However, the actual shape has nothing to do with the real functioning of the robot**.**

***Read the following passage and make notes***

There is a lot of water on our planet. However, of all the water on this planet, less than 3% is freshwater and drought might become a real issue for us all. So conserving water is very important. A study of the figures will bring home the urgent need to conserve water. Approximately, of the 70% of the earth’s surface is covered with water, 97% of it is salt water. Less than 3% is freshwater. About 2% of freshwater is frozen in ice caps and glaciers. Only 1% of all the water on the earth is fresh drinkable water. There is a shortage of fresh water. Globally, one out of six people does not have access to freshwater. Since most of the water is salt water and not drinkable water, we do need to find ways to protect our freshwater supply. This is what we mean when we say conservation of water.

**Read the following passage and summarize it**

Water is resource used by every human being on this planet that makes it the responsibility of every individual to do his bit to conserve water. Government agencies can never fight this battle alone. They can only take initiative and provide the necessary support. But ultimately conserving water has to be a people’s programme. New strategies for generating awareness should be devised. The most important is to spread awareness among youngsters, as they have to face the maximum challenges in the coming future. Environment education has already been made compulsory in our education system. The need is to make it more comprehensible so that students can understand the practical aspects and challenges related to environment.

**Read the following passage** **and summarize it**

Insects are small creatures mostly having six legs, no backbone and a body divided into three parts. They are the most plentiful of all living creatures. From man’s point of view, insects can be divided into two main kinds; those insects which are useful to him and those which are harmful to him. There are also those, which are merely interesting of beautiful. Bees and silk worms are examples of useful insects. Bees collect honey and wax from flowers for our use. Silkworms supply us with fine, strong silk. These insects provide man with food and clothing. Locusts and mosquitoes, on the other hand, are harmful to man. Locusts eat all growing plants and every year; these hungry creatures destroy trees and crops. Mosquitoes pass on the dangerous disease of malaria and every year millions of people become ill and even die. There are some insects, which are not directly useful or harmful to man but are interesting and beautiful. Examples of such insects are colorful butterflies, little ladybirds and fluttering moths**.**

**Make notes of the following paragraph:**

There are three main groups of oils- animal, vegetable and minerals. Great quantities of animal oil come from whales, those enormous creatures of the sea. A few other creatures yield oil , but none as such as whale. The livers of cod and hali, two types of fish, yield nourishing oil. The oils of the cod and hali can be given to sick children. Vegetable oil has been known from very long time. No household can go on without it, for it is used in cooking. Perfumes may be made from the oils of certain flowers. Soaps are made from vegetable and animal oils. Another kind of oil is mineral oil. This oil that drives tanks, aero planes and warships, motorcars and diesel locomotives. This is the oil that has changed the life of the common man. This kind of oil comes out of the earth. It burns well and so it is used as fuel. Many big ships now use oil instead of coal. Many homes are still illuminated with oil burning lamps.

**Make notes of the following paragraph:**

[In life, we have essentially two psychological modes that we are in most of the time: reactive and responsive. The reactive mode is the one that feels stressful. In it, we feel pressured and are quick to judge. We lose perspective and take things personally. We're annoyed, bothered, and frustrated.](http://groups.yahoo.com/group/fropki/join) [Needless to say, our judgment and decision making capacity is severely impaired when we are in a reactive state of mind. We make quick decisions that we often regret. We annoy other people and tend to bring out the worst in them. When an opportunity knocks, we are usually too overwhelmed or frustrated to see it. If we do see it, we're usually overly critical and negative.](http://groups.yahoo.com/group/fropki/join) [The responsive mode, on the other hand, is our most relaxed state of mind. Being responsive suggests that we have our bearings. We see the bigger picture and take things less personally. Rather than being rigid and stubborn, we are flexible and calm. In the responsive mode, we are at our best. We bring out the best in others and solve problems gracefully. When an opportunity comes our way, our mind is open. We are receptive to new ideas.](http://groups.yahoo.com/group/fropki/join) [Once you are aware of these two drastically different modes of being, you will begin to notice which one you are in. You'll also notice the predictability of your behaviour and feelings when you are in each mode. You'll observe yourself being irrational and negative in your reactive mode and calm and wise in your responsive state of mind.](http://groups.yahoo.com/group/fropki/join)

**Practice questions :**

1. Write a resume for R. Veerendra, B. Tech., (ECE), aged 22, applying for the post of Hardware Engineering in Gupta Productions Ltd., Hyderabad.
2. Write a letter to a newspaper editor about the need to regulate the traffic in your town.
3. You are applying for the post of a Web designer who should have in depth knowledge of photoshop, HMTL, Flash and page maker in Unique Solutions Pvt. Ltd. Write a suitable resume.
4. Write a letter to the Municipal Commissioner, about the bad condition of road in your locality and make a request for taking immediate action.
5. Write a letter to your brother on suggesting him to improve his/her communications skills
6. Write a letter to your senior seeking suggestions to plan for your career after your diploma.
7. Write a letter to your cousin describing your college annual day celebrations
8. Prepare a Resume for Prasad, who completed diploma in Civil Engineering, to apply for the job of Supervisor in Devi’s Construction Company, Nellore. Enclose resume.
9. Prepare a Resume for Mr. Rama Rao, B. Tech (Mechanical engg.) aged 23, applying for the post of Production Manager in MRF at Chennai.
10. Your younger brother is interested in joining Polytechnic. Write a letter to your brother suggesting him how to prepare well for POLYCET.
11. Write a letter to the General Manager of a company requesting to give permission to visit their workplace as part of the industrial visit of your class.

**Data interpretations**

**Read and observe the data in the following diagram and interpret in a paragraph.**

**Flowchart Showing Water Cycle**

**Solar heat evaporates water in oceans, rivers, etc.**

**Water vapour spread clouds**

**Winds spread clouds**

**Cool breezes precipitate vapours in clouds as rain**

**Rainwater flows into rivers**

**Rivers carry water into oceans**

**Preparing curriculum vitae – Tree diagram**

**Curriculum Vitae**

**Chronological CV Functional CV**

**Advantages Disadvantages Advantages Disadvantages**

1. **Emphasises 1. Career’s 1. Period not 1. Not indicating**
2. **Work experience ups & downs mentioned important periods**
3. **Job responsibilities shownup 2. Focus on strengths 2. Employer Continuity of 3. Employer prefers this favours the**

**Employment if he looks for particular chronological**

**Skills CV if he look for**

**A steady employee**

**OPENING A BANK ACCOUNT**

**Go to the bank**

**Ask for an application form**

**Fill in the application form**

**Affix your photograph**

**Take signature of the person**

**Submit to the bank authorities**

**Deposit money**

**Collect your pass book**

**Transport**

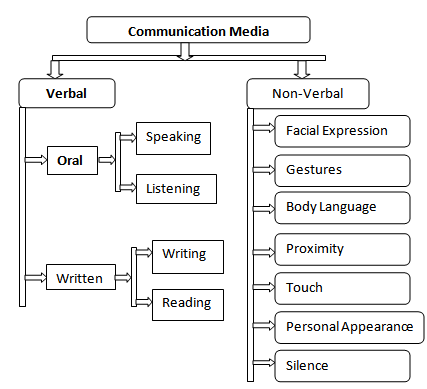
Road Water Air Railways

Two three four

Wheelers wheelers wheelers

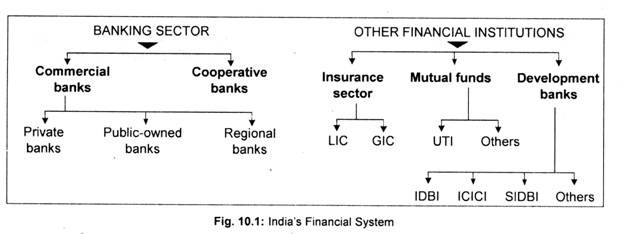
Boat Ship Aeroplane Helicopter

**TYPES OF COMMUNICATION**

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**2012 LONDON OLYMPICS MEDAL COUNT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Sl. No.* | *Nation* | *Gold Medals* | *Silver Medals* | *Bronze Medals* | *Total* |
| 1 | USA | 46 | 29 | 29 | 104 |
| 2 | China | 38 | 27 | 22 | 87 |
| 3 | Britain | 29 | 17 | 19 | 65 |
| 4 | Russia | 24 | 25 | 33 | 82 |
| 5 | India | 0 | 2 | 4 | 6 |
| 6 | Afghanistan | 0 | 0 | 1 | 1 |



**Sample Resume: 1**

**Indrani Banerjee**

Kolkata (West Bengal)

Cell:+91 9874652085

**Email:** [**indrani.banerjee06@gmail.com**](mailto:indrani.banerjee06@gmail.com)

|  |  |  |  |
| --- | --- | --- | --- |
| **Career Objective** | | | |
| * Seeing a career as a PHP developer in a progressive Kolkata based web development company and to effectively utilize the knowledge gained in my academic curriculum & from life for attaining a responsible, challenging and rewarding position. | | | |
| **Course Details** | | | |
| **Degree:** | B. Tech | **Specialization:** | Electronics & Telecomm. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | | | | |
| **Qualification** | **Institute** | **University/Board** | **Year of Passing** | **%** | |
| B.Tech | Padmanava College of Engg. ,Rourkela, Orissa. | Biju Patnaik University of Technology, Rourkela, Orissa. | 2008 | CGPA 8.36 | |
| XII | Deepika Eng. Medium School, Rourkela | (CBSE Board) | 2001 | 74.2 | |
| X | DAV Public School | (CBSE Board) | 1999 | 82.8 | |
| **Software Skills** | | | | | | |
| * Web Skills : PHP, MySQL, HTML, Java Script, CSS, PhpMyAdmin, Smarty, Ajax, JQuery * Software Packages : Wordpress, Photoshop, Joomla,OSCommerce. | | | | | | |
| S Strengths   * Self Confidence, Positive Attitude | | | | | | |
| * Positive Attitude, * Good Communication Skill, * Team Work Skill * Effective Time Management | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Project Details** |  | |
| Major project – *Shopping Cart*  I made a website with shopping cart for a confectionary store. The features includes:   * User part – Here user can view the products, choose different products to own cart and   finally can place an order.   * Admin part – Here admin can add, delete, update the products, manage the order and can   also change the password.  Mini project – *School Management Project*  I made a website where only authorized person can log in for viewing the details about each school employee and their students. Here the person can add students, add employees, update school details, student details, employee details and picture. | |  |
|  | | |
|  | | |
| **Hobbies** | | |
| * Listening to Music * Watching movies/TV | | |
| **Personal Details** |
| Husband’s Name: Mr. Arijit Banerjee  Nationality : Indian  Gender :Female  Marital Status: Married | |
| **Declaration** | | |
| * I here by declare that all the particulars given above are true to the best of my knowledge and belief. | | |

**Place** : Kolkata **Signature**

**Date** : Indrani Banerjee

**Sample Resume: 2**

**CAREER OBJECTIVE**:  
Seeking a career in an organization, where I can utilize my skills to contribute the growth and success for the organization. I would like to work as a key player in challenging and creative environment.  
  
**EDUCATIONAL QUALIFICATION**:  
B.Tech in Electrical & Electronics Engineering passed from G.B. Technical University (Formerly U.P.T.U) with an aggregate of 67.52%.  
Intermediate (PCM + Informatic Practices) passed from C.B.S.E Board with 65.70%  
Matriculation (Maths + Science) passed from C.B.S.E Board with 75.30%  
  
**TECHNICAL SKILL SET**:  
**Programming Languages**: C, C++, Visual Basic  
**Database**: SQL Server 2005, MySQL  
**Operating Systems**: Windows XP, Vista, 7, DOS  
**Web Designing**: HTML, CSS, PHP, JavaScript  
**Packages**: Adobe Dreamweaver CS5  
**Other Packages**: Microsoft Office 97,2003,2007,2010  
  
**INDUSTRIAL INTERACTION**:  
Underwent a 6 week (2008-09) industrial training at H.A.L KORWA, AVIONICS DIVISION, Amethi and developed an understanding of PLANT MAINTENANCE.  
**Guide**: Mr. M.N.P. Khan, Chief Manager (Plant Maintenance)  
Underwent a 4 week (2009-10) industrial training at 132 kV Substation, Jagdishpur under the 400 kV Sultanpur Division, developed an understanding of  
1). Elements of substation.  
2). Electricity Transmission and Distribution.  
**Guide**: Mr. S.K. Arya, Executive Engineer (U.P.P.C.L.)  
  
**MINOR PROJECT**:  
**Title**: Micro Turbine Generator System  
**Description**: The micro turbine provides input mechanical energy for the generator system, which is converted by the generator to electrical energy. The electrical energy, passing through the transformer, is delivered to the distribution system and the local load.

**MAJOR PROJECT**:  
**Title**: Microcontroller Based DC Motor Speed Control  
**Description**: The speed of the DC motor is controlled by the help of a programmed microcontroller (AT89S8253) so that the DC motor can be used in various applications like Electric Bicycle, Cars, Helicopter and Aircrafts etc.  
  
**ACHIEVEMENTS/AWARDS**:  
Won Gold Medal in Inter College Badminton Championship (Singles & Doubles) organized by Saroj Educational Group.  
Won Gold Medal in Badminton Regional Sports Meet at Kendriya Vidyalaya.  
Won Silver Medal in Badminton Regional Sports Meet at Kendriya Vidyalaya.  
Won Bronze Medal in Badminton Regional Sports Meet at Kendriya Vidyalaya.  
Captain of National Badminton Team for 2 consecutive years (2002-2004) of Kendriya Vidyalaya (Lucknow Region) in Kendriya Vidyalaya National Sports Meet.  
Sports Captain of School.  
  
**EXTRA CURRICULARS**:  
Participated in Ethnic Fashion Show in Srijan’ 10 Technical & Cultural Fest of S.I.T.M.  
Participated in Jawahar Lal Nehru KVS Regional Science Exhibition under sub theme Information & Communication Technology in Education in 2004 & 2005.  
Secured Second position in Hindi Essay Writing organized by Raj Bhasha Samiti B.H.E.L.  
in 2004-05.  
Passed The Bharat Scouts/ Guides Tritya Sopan Testing Camp in 2001.  
Secured Second position in Essay writing competition in Senior Secondary.  
Participated in One Act Play.  
Captain of Winning Team in Inter House Volley Ball Championship.  
Secured Third Position in Inter House Table Tennis Competition.  
  
**KEY SKILLS**:  
Excellent verbal and written communication skills.  
Ability to take risks and perform in crunch situations.  
Creative, Disciplined and Adaptable to changing work environments.  
Determined to improve the work environment by being Productive and Efficient.  
Believes in minimalism.  
  
**HOBBIES**:  
Passionate about Badminton.  
Online Gaming.  
Singing and listening songs.

**Fresher engineering cover letter 1 :**

**Your Name (Last Name followed by First Name)**

Address  (Complete Address)

**Contact:** +91- XXXXXXXXXX; **Email:** XXXXX@gmail.com

Respected HR Team,

I am submitting here with my resume for your perusal and favorable consideration for the post of **“NAME OF THE POSITION”** in your organization.

Review of my credentials indicates that I am a qualified **YOUR QUALIFICATION (BRANCH NAME)** from College Name, College Location(City), affiliated to **YOUR UNIVERSITY NAME;**possess comprehensive knowledge of **YOUR SKILLS.** Possess rich domain knowledge with comprehensive understanding of**IMPORTANT CONCEPTS FROM YOUR SKILLS.**Aware of **IMPORTANT SUB TOPICS FROM YOUR SKILLS.**Worked on YOUR PROJECT NAMES during the curriculum.

With exceptional communication and interpersonal skills, my self – confidence, innovative approach and quick adaptability to changing processes and trends have been my biggest assets.

I am seeking a challenging job that would synergize my skills and experience with the objectives of the organization.

The above credentials along with my enclosed resume make me ideally suitable for a position in your organization. I would appreciate an opportunity for a personal interview.

Thanking you in anticipation of a favorable reply.

Yours sincerely

**YOUR SIGNATURE**

**Fresher engineering cover letter 2:**

[Name of HR Manager]  
[Position Title]  
[Company Name]  
[Company Address]  
[City, State, Zip]

 Dear Mr./Ms. [...]:

Please accept this letter and the accompanying resume as an expression of my interest in a position with your organization.

As my resume indicates, in June 2006, I expect to receive a Bachelor of Science degree in mechanical engineering from California Polytechnic State University. I would then like to begin employment with an organization in which which my effective performance will be met with recognition and growth.

I have acquired a sound overall knowledge of leading edge engineering principles, tools, and practices, with emphasis on designing, building and testing of mechanical systems. I am proficient in the use of various automated solutions including current releases of AutoCAD and SolidWorks.

I have applied classroom learning to innovative and successful projects in which I served as sole or principal designer. Additionally, I have been a responsible leader in a family owned small business.

My personal attributes include leadership and sound judgment as well as creativity, analytical and troubleshooting skills. I interact productively with people from diverse backgrounds. I have a career history of achieving employment goals. I have a history of quality work carried to timely completion.

I am certain I could make significant contributions to your organization, and I would welcome the opportunity to meet with you to discuss how my education and abilities might best be employed by your organization.

Thank you for your consideration. I look forward to your response.

Sincerely,

Mark Gunlogson

Encl: Resume