Job application and Biodata Format

Mr Xyz

Manager, Date:

MNC company.

New Delhi

Dear Sir,

In response to your advertisement in the ….. dated….. I would like to be considered as an applicant for the post of ……….

I have enclosed my Biodata herewith for your attention. My qualifications match your requirements for the job.

I would like to add that I have two years of work-experience as a consultant in XYZ company. This experience has helped me to learn many things that would also help me in the future.

I look forward to receive the opportunity to grow with your company and also contribute to your business in a positive way.

With regards,

Yours sincerely,

ABC

(Applicant)

Church Road, House No. x

XYZ town.

Ph no. xxxxx

**Biodata**

**Name:**

**Email:**

**Ph no:**

**Qualifications:**

|  |  |  |
| --- | --- | --- |
| B.A. | xyz University | 70% marks, 2019 |
| H.S. | AHSEC | 80% marks, 2016 |
| 10th | SEBA | 90% marks, 2014 |

**Work Experience:**

Worked as Consultant in ABC company from January 2020- December 2022

Worked as Intern in MNC company for 6 months from January 2023- June 2023

Or

Worked as teacher in ABC school from January 2020- December 2022

**Awards:**

NCC certificate 2019