

3/7/23

LETTER WRITING

Q You are Ashutosh / Harshita residing at 28, H-block, Ashok Vihar, Delhi. You love Delhi and its beautiful monuments. Recently you visited the Red Fort and were disturbed to see the poor maintenance of the monuments by the authorities. Write a letter to the editor, The Statesman expressing concern over this issue and need for awakening a sense of pride for such monuments among the common people.

28, H-Block

Ashok Vihar

Delhi

July 3, 2023

The Editor

The Statesman

New Delhi

Subject: For maintenance of monuments

Respected Sir

Through the columns of your esteemed newspaper, I would like to assert the fact that we Indians, do not value our heritage. We carelessly spoil our treasures. It can be seen in the attitude of our people towards the historical monuments.

Delhi is rich in monuments. In Europe, such a legacy would be preserved. But here, it is ^{spoiled} ~~called~~ by our own people through ignorance, carelessness, laziness and disregard.

We must be proud of our city and its heritage. Then only, we will be motivated to preserve its beauty and allegiance. I appeal to citizens to open their eyes to the beauty of our city and help in its proper

maintenance.

Yours Sincerely
Ashutosh

cc - Block
Ashok Tiwari
Delhi

July 3, 2023

The Editor
The Statesman
New Delhi

Subject: For withdrawal of monuments

Respected Sir,
Through the columns of your esteemed newspaper, I would like to express the fact that we Indians, do not value our monuments. We consider them as a burden. It can be seen in the attitude of our people towards the historical monuments.
Delhi is rich in monuments. In Europe, such a legacy would be preserved but here, it is spoiled by our own people through ignorance, carelessness and disregard.
We must be proud of our city and its culture. There will be a lot to preserve its beauty and culture. I appeal to you to open your eyes to the beauty of our city and help in its preservation.

6/9/23

APPLICATION

• APPLICATION FOR A JOB

Q. You are Ashish, B-94, Fort Road, Jammu. You have read the advertisement given below. You are qualified for the job. Indian Chemical Industries, Delhi requires officers; Qualification: B. Com; Experience: Minimum 4 years; Job Requirement: Maintaining Books of Accounts, Preparation of Balance Sheets; Salary best in the industry. Apply to managing director, ICI, B-12, Barakhamba Road, New Delhi.

B-94, Fort Road

Jammu

6 September, 2023

The Managing Director
India Chemicals Industries
ICI, B-12, Barakhamba Road
New Delhi

SUBJECT: Application for the post of Accounts Officer
Sir,

With reference to your advertisement in the Times of India dated 3 September, 2023 inviting applications for the position of Accounts Officer, I hereby offer my resume for the same.

As regards my qualifications and experience, I am enclosing my bio-data to enable you to make an assessment for the given post. In case my application is worth considered, I shall be available for interaction at any time suitable to you.

If selected, I assure you that I shall work with utmost dedication and sincerity to your full satisfaction.

Hoping for a favourable response.

Yours faithfully

Ashish

Encl: ~~Bio-data~~

BIO-DATA [WRITE ON NEXT PAGE FOLLOWING THE END OF THE APPLICATION IN EXAMS]

NAME: Ashish

FATHER'S NAME: Rajveer

DATE OF BIRTH: 22 January, 1990

ACADEMIC QUALIFICATIONS:

DEGREE	NAME OF INSTITUTION	YEAR PASSED	% MARKS
B.Com	Amity University	2016	78%
M.Com	Symbiosis International University	2018	82%

WORKING EXPERIENCE: ABC Finances (2019 - Present)

- Preparing balance sheets
- Salary computation
- Maintaining account books

SKILLS: Working on M.S. Office

REFERENCES: Mr. Rohan Joshi (Deputy Manager, ABC Finances)