

The Manager (Human Resources)
GE Services
Sector 18, Goregaon-422015
Mumbai (India)

Dear Sir

I am responding to your advertisement in Ascent columns of the times of India of 5th July seeking Secretarial Officers for your company. I wish to be considered for the same position.

I passed my Senior Secondary examination in Commerce stream from Mount Carmel School, New Delhi in 1993 scoring an aggregate of 89% marks. I joined B.Com (Hons.) At Sri Ram College of Commerce, Delhi University in the same Year and simultaneously enrolled for the Foundation Course of the Institute of Company Secretaries of India. In 1998, I was accredited as a qualified Company Secretary and joined the Secretarial Department of MNUdyog Ltd.

My company gave me intensive on the job training for six months in Secretarial and Legal Function at the end of which I was absorbed as a junior Secretarial Officer .My duties include share transfer and transmissions, filling and filling of statutory forms and returns, maintaining statutory registers etc.I Have been working for two years now and feel the times has come for me to accept wider responsibilities.I can provide names of Referees if you wish to know more about me.

My present annual package including perks is approximately Rs.1.4 lacs. I hope for a reasonable increase.

I look forward to an opportunity for a personal interview when I can explain myself more fully

Yours Faithfully
Ms. Anshu Kumari Sinha

Alternatively, One may prepare a Bio-data .CV or Resume and enclose it with a covering letter .The three terms are loosely used as synonyms but there are finer differences (see box after CV).A separate covering letter enables us to focus on information not contained in the CV and may be used to buttress our claim vis - a- vis other candidates.