**1.) Senders Name should be in Block Capital letters. Name and Address should be Right Aligned using left Indent to 3.5**

**2.) The address of the addressee in “Block Style”.Use mail merge insert fields according to given style.**

**3.) Paragraphs should be “Block Style”**

**4.) “Complementary close” should be at Right Hand Side. (Set Left Indent 3.5 and Center Alignment)**

AJIT SIRDESHMUKH ........ 509, Shubham Housing Society,........ Mangalwar Peth, Pune 411002 ........ Date : 25 April 2017........ To, ........ Kohinoor Enterprises ........ Deccan Gymkhana, ........Pune 411004 ........ Moraya Group of Companies ........ Athashri Building ........Shivajinagar, Pune 411005 ........ Subject : Application for the post of Senior Clerk ........ Reference : Your Advertisement in Daily Sakal ........Respected Sir,........With reference to above subject I wish to apply for the above post. I am submitting my resume for the purpose.........Personal Details ........Name : Ajit Sirdeshmukh........ Address : 509, Shubham Housing Society, ........ Mangalwar Peth, Pune 411002......... Mobile No. : 9123456780 ........ E-mail ID : ajit@gmail.com.........Date of Birth : 15 March 1995 ........ Qualification :

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| --- | --- | --- | --- | --- |
| Sr.No | Exam Passed | Passing Year | Board | Percentage |
| 1 | B.Com. | April 2015 | Pune | 54.78 |
| 2 | GCC TBC English 30 wpm | April 2016 | MSCE Pune | B Grade |
| 3 | GCC TBC Marathi 30 wpm | April 2016 | MSCE Pune | B Grade |

I hope that you will give me a chance to serve your organisation. I assure you that I will do my best to satisfy you through my hard work. ........Thanking you, ........Yours faithfully, ........ (Ajit Sirdeshmukh) ........ Encl : Copies of my certificates.