Question Type–12
• CV

CV With Cover Letter

1. A CV with a cover letter for the post of a Computer Operator in a company.
2. A CV with a cover letter for the post of an English teacher.
3. A CV with a cover letter for the post of an Accounts Officer.
4. A CV with a cover letter for the post of a Marketing Manager.
5. A CV with a cover letter for the post of a Management Trainee.
6. A CV with a cover letter for the post of a News Reporter.
7. A CV with a cover letter for the post of a Medical Representative.
8. A CV with a cover letter for the post of a Sales Girl.
9. A CV with a cover letter for the post of a Peon.

1. Suppose, you are Taskia/Toukir and you have passed H.S.C and got a diploma on computer. Now, write a CV with a cover letter for the post of a Computer Operator in a company. Your CV should not exceed one page.

Ans.
1 January 2017

⊙ **লক্ষ করো :**
যেকোনো কোম্পানিতে HR বলতে Human Resource–কে বোঝায়।

The HR Manager
ABC Company
Mirpur, Dhaka

Subject : **Application for the post of a Computer Operator.**

Sir,
I would like to inform you that from the advertisement published (প্রকাশিত) in the 'The Daily Star' on 25 December 2015, I came to know that you have a vacant post of a Computer Operator in your company. **As an interested candidate** (আগ্রহী প্রার্থী হিসেবে), I would like to apply for the post. Here is my curriculum vitae for your **wise consideration** (সুবিবেচনা).

I, therefore, hope that you would kindly call me for the **next proceedings** (পরবর্তী পদক্ষেপগুলো).

Sincerely yours (আপনার বিশ্বস্ত),
Taskia

⊙ **লক্ষ করো :**
Vill → Village
P.O → Post Office
P.S → Police Station
Dist → District

CURRICULAM VITAE

Name	:	Taskia
Father's Name	:	Kamrul Islam
Mother's Name	:	Lutfunnesa
Date of Birth	:	01 January 1995
Nationality	:	Bangladeshi by birth
Permanent Address	:	Vill : Yousufpur, P.O + P.S : Daulatpur, Dist : Kustia
Educational profile (শিক্ষাগত যোগ্যতা)	:	(a) Diploma in Database Management System (2012) GPA 3.10, NACTAR, Bogra (b) HSC (2011) Humanities, GPA 4, Jessore Board (c) SSC (2009) Humanities, GPA 4.25, Jessore Board
Experience (অভিজ্ঞতা)	:	I have been serving as a Computer Operator at XYZ Company since 2013.
References	:	(a) Md. Abdur Rashid HR Manager, XYZ Company, Kustia Mobile: ..... (b) Ziaur Rahman Assistant Professor, Kushtia College, Kushtia Mobile: .....

2. Suppose, you are Azim/Nuzhat. Your home district in Satkhira. You have recently completed your MA in English from Rajshahi University. You have found a job advertisement in the Daily Star that Nur High School is looking for a young and energetic English teacher. You have decided to take up teaching as a profession. Now, write a CV with a cover letter for the post. Your CV should not exceed one page. [Dinajpur Board–2015, Sylhet Board–2015, Chittagong Board–2015, Rajshahi Board–2015]

Ans.

10 February 2017

The Headmaster
Nur High School
Satkhira Sadar, Satkhira.

Subject : **Application for the post of an English Teacher.**

Sir,
I would like to inform you that from the advertisement published in 'The Daily Star' on 29 January, 2016, I came to know that you have a vacant post of an English Teacher in your school. As an interested candidate, I would like to apply for the post. Here is my curriculum vitae for your wise consideration.

I, therefore, hope that you would kindly call me for the next proceedings.

Sincerely yours,
Azim

CURRICULAM VITAE

Name	:	Azim
Father's Name	:	Abdur Rahman
Mother's Name	:	Mrs. Aklima Akhter
Date of Birth	:	01 January 1992
Nationality	:	Bangladeshi by birth
Permanent Address	:	Vill : Tetulia, P.O + P.S : Kaligonj, Dist : Satkhira
Educational profile	:	(a) MA (English), 2015, 1st Class, Rajshahi University (b) BA (Hons. in English), 2014, 1st Class, Rajshahi University (c) HSC (2010) Humanities GPA 4.5, Jessore Board (d) SSC (2008) Humanities GPA 5, Jessore Board
Experience	:	I have been serving as an Assistant English Teacher at KPB High School, Dhaka since 2015.
References	:	(a) Zillur Rahman Assistant Professor, B.M College, Barisal Mobile: ..... (b) Md. Khaleduzzaman Khan Headmaster Azimpur High School, Dhaka Mobile:.....

3. Suppose, some Accounts Officer will be appointed in the Prime Bank. You are interested to be one. Now, write a CV with a cover letter for the post. [Comilla Board–2015, Jessore Board–2015]

Ans.

20 January 2017

The HR Manager
Prime Bank
Motijheel C/A,
Dhaka

Subject : **Application for the post of an Accounts Officer.**

Sir,
I would like to inform you that from the advertisement published in the 'The Independent' on 15 Janurary 2016, I came to know that you have some vacant posts of Accounts Officer in your Bank. As an interested candidate, I would like to apply for one of the posts. Here is my curriculum vitae for your wise consideration.

I, therefore, hope that you would kindly call me for the next proceedings.

Sincerely yours,
Sabiha Sultana

CURRICULAM VITAE

Name	:	Sabiha Sultana
Father's Name	:	Monirul Islam
Mother's Name	:	Khaleda Akhter
Date of Birth	:	01 January 1991
Nationality	:	Bangladeshi by birth
Permanent Address	:	Vill : Natai Para, P.O + P.S : Bogra Sadar, Dist : Bogra
Educational profile	:	(a) MBA (Accounting), 2014, GPA : 3.75, Dhaka University (b) BBA (Accounting), 2013, GPA : 3.30, Dhaka University (c) HSC (2009) Business Studies, GPA 4, Rajshahi Board (d) SSC (2007) Business Studies, GPA 4.25, Rajshahi Board
Experience	:	I have been serving as an Assistant Accounts Officer at XYZ Bank Ltd., Motijheel, Dhaka, since 2013.
References	:	(a) Siddikur Rahman HR Manager, XYZ Bank Ltd., Motijheel, Dhaka. Mobile: ..... (b) Latifur Rahman Assistant Professor, Dhaka University, Dhaka Mobile: .....

4. Suppose, you are Saiful and you have passed MBA in Marketing. You have seen a vacancy advertisement for the post of Marketing Manager. Now write a CV with a cover letter for the post. Your CV should not exceed one page.

Ans.

1 March 2017

The HR Manager
ABC Company
Farmgate, Dhaka

Subject: **Application for the post of Marketing Manager.**

Sir,
I would like to inform you that from the advertisement published in the daily 'Prothom Alo' on 25 February 2016, I came to know that you have a vacant post of a Marketing Manager in your company. As an interested candidate, I would like to apply for the post. Here is my curriculum vitae for your wise consideration.

I, therefore, hope that you would kindly call me for the next proceedings.

Sincerely yours,
Saiful

CURRICULAM VITAE

Name	:	Saiful
Father's Name	:	Hossain Ali
Mother's Name	:	Rokeya Begum
Date of Birth	:	15 January 1988
Nationality	:	Bangladeshi by birth
Permanent Address	:	Vill. + P.O : Kuralia, P.S : Sirajgonj Sadar, Dist : Sirajgonj.
Educational profile	:	(a) MBA (Marketing), 2011, GPA : 3.25, Dhaka University (b) BBA (Marketing), 2009, GPA : 3.09, Dhaka University (c) HSC (2005) Business Studies, GPA 4.88, Rajshahi Board (d) SSC (2003) Business Studies, GPA 4.75, Rajshahi Board
Experience	:	I have been serving as a Marketing Manager at XYZ Company since 2011.
References	:	(a) Abed Khan HR Manager, XYZ Company, Rajshahi Mobile: ..... (b) Siddikur Rahman Professor, Dhaka University, Dhaka Mobile: .....

5. Suppose, you are Sujan and you have passed MBA in Management. You have seen a vacancy advertisement for the post of a Management Trainee. Now write a CV with a cover letter for the post. Your CV should not exceed one page.

Ans.

> ⊙ **লক্ষ করো :**
> Administrative officer, Executive officer, Junior officer, Public Relation office ইত্যাদি পদের আবেদনের ক্ষেত্রে শুধু পদের নাম পরিবর্তন করলেই হবে।

15 January 2016

The HR Manager
ABC Company
Gulshan, Dhaka

Subject: **Application for the post of a Management Trainee.**

Sir,
I would like to inform you that from the advertisement published in the daily 'Prothom Alo' on 5 January 2016, I came to know that you have a vacant post of a Management Trainee in your company. As an interested candidate, I would like to apply for the post. Here is my curriculum vitae for your wise consideration.

I, therefore, hope that you would kindly call me for the next proceedings.

Sincerely yours,
Sujan

CURRICULAM VITAE

Name	:	Sujan
Father's Name	:	Abdul Karim
Mother's Name	:	Sohana Sultana
Date of Birth	:	25 March 1988
Nationality	:	Bangladeshi by birth
Permanent Address	:	Vill: Samespur, P.O + P.S : Borura, Dist : Comilla
Educational profile	:	(a) MBA (Management), 2011, 1st Class, Chittagong University (b) BBA (Management), 2009, 2nd Class, Chittagong University (c) HSC (2005) Business Studies, GPA 4.84, Comilla Board (d) SSC (2003) Business Studies, GPA 4.75, Comilla Board
References	:	(a) Gias Uddin HR Manager, XYZ Company, Dhaka Mobile: ..... (b) Badrunesa Begum Professor, Chittagong University, Chittagong Mobile: .....

6. Suppose, you are Monirul Islam and you have passed MSS in Journalism. You have seen a vacancy advertisement for the post of a News Reporter. Now write a CV with a cover letter for the post. Your CV should not exceed one page.

Ans.

30 January 2016

The Editor
The Daily Star
Karwan Bazar, Dhaka

Subject: **Application for the post of a News Reporter.**

Sir,
I would like to inform you that from the advertisement published in ' The Daily Star' on 25 January 2016, I came to know that you have a vacant post of a News Reporter in your renowned daily. As an interested candidate, I would like to apply for the post. Here is my curriculum vitae for your wise consideration.

I, therefore, hope that you would kindly call me for the next proceedings.

Sincerely yours,
Sujan

CURRICULAM VITAE

Name	:	Monirul Islam
Father's Name	:	Kabirul Islam
Mother's Name	:	Husne Ara
Date of Birth	:	1 April 1987
Nationality	:	Bangladeshi by birth
Permanent Address	:	Vill: Kaligram, P.O + P.S : Bagha, Dist : Rajshahi
Educational profile	:	(a) MSS (Journalism), 2011, 1st Class 3rd, Rajshahi University (b) BSS (Journalism), 2009, 1st Class, Rajshahi University (c) HSC (2005) Humanities, GPA 4.5, Rajshahi Board (d) SSC (2003) Humanities, GPA 5, Rajshahi Board
Experience	:	I have been serving as a News Reporter at the 'New Age' since 2012.
References	:	(a) Robiul Islam HR Manager, Bangladesh Protidin, Bashundhara,Dhaka Mobile: ..... (b) Anisul Islam Professor, Rajshahi University, Rajshahi Mobile: .....

7. Suppose, you are Sajjad and you have passed Bsc. You have seen a vacancy advertisement for the post of a Medical Representative. Now write a CV with a cover letter for the post. Your CV should not exceed one page.

Ans.

11 March 2016

The HR Manager
ABC Company
Jatrabari, Dhaka

Subject: **Application for the post of a Medical Representative.**

Sir,
I would like to inform you that from the advertisement published in the daily 'Prothom Alo' on 5 March 2016, I came to know that you have a vacant post of a Medical Representative in your company. As an interested candidate, I would like to apply for the post. Here is my curriculum vitae for your wise consideration.

I, therefore, hope that you would kindly call me for the next proceedings.

Sincerely yours,
Sajjad

CURRICULAM VITAE

Name	:	Sajjad
Father's Name	:	Shamsur Rahman
Mother's Name	:	Firoza Khatun
Date of Birth	:	1 July March 1992
Nationality	:	Bangladeshi by birth
Permanent Address	:	Vill: Kunkunia, P.O + P.S : Kazipur, Dist : Sirajgonj
Educational profile	:	(a) Msc. (Chemistry), 2014, GPA : 3.13, Chittagong University (b) Bsc. (Chemistry), 2013, GPA : 3.00, Chittagong University (c) HSC (2009) Science, GPA 4.84, Rajshahi Board (d) SSC (2007) Science, GPA 4.75, Rajshahi Board
References	:	(a) Sajid Rahman Professor, Chittagong University, Chittagong Mobile: ..... (b) Fazlul Haque Assistant Professor, Chittagong University, Chittagong Mobile: .....

8. Suppose, you are Farjana, a student of class ten. You have seen a vacancy advertisement for the post of a Sales Girl. Now write a CV with a cover letter for the post. Your CV should not exceed one page.

Ans.

15 January 2016

The HR Manager
Tabassum Boutique House
New Market, Dhaka

Subject: **Application for the post of a Sales Girl.**

Sir,
I would like to inform you that from the advertisement published in the daily 'Amader Somoy' on 2 January 2016, I came to know that you have a vacant post of a Sales Girl in your outlet. As an interested candidate, I would like to apply for the post. Here is my curriculum vitae for your wise consideration.

I, therefore, hope that you would kindly call me for the next proceedings.

Sincerely yours,
Farjana

CURRICULAM VITAE

Name	:	Farjana
Father's Name	:	Mosharrof Karim
Mother's Name	:	Dalia Akhter
Date of Birth	:	1 March 2001
Nationality	:	Bangladeshi by birth
Permanent Address	:	4/E Azimpur, Dhaka
Educational profile	:	On Study Class Ten (Business Studies) Azimpur Girls' School, Azimpur, Dhaka
References	:	(a) Abdul Mazid Senior Teacher Azimpur Girls' School, Azimpur, Dhaka Mobile: ..... (b) Rubaiyat Hossain Class Teacher Azimpur Girls' School, Azimpur, Dhaka Mobile: .....

9. Suppose, you are Rasel and you have passed HSC. You have seen a vacancy advertisement for the post of a Peon. Now write a CV with a cover letter for the post. Your CV should not exceed one page.

Ans.

10 January 2016

The HR Manager
ABC Company
Banani, Dhaka

Subject: **Application for the post of a Peon.**

Sir,
I would like to inform you that from the advertisement published in the daily 'Prothom Alo' on 8 January 2016, I came to know that you have a vacant post of a Peon in your company. As an interested candidate, I would like to apply for the post. Here is my curriculum vitae for your wise consideration.

I, therefore, hope that you would kindly call me for the next proceedings.

Sincerely yours,
Rasel

CURRICULAM VITAE

Name	:	Rasel
Father's Name	:	Kabir Uddin
Mother's Name	:	Sajeda Begum
Date of Birth	:	1 April 1998
Nationality	:	Bangladeshi by birth
Permanent Address	:	Vill: Atmul, P.O : Atmul Bazar, P.S : Shibgonj, Dist : Bogra.
Educational profile	:	(a) HSC (2014) Humanities, GPA 3.84, Rajshahi Board (b) SSC (2012) Humanities, GPA 3.75, Rajshahi Board
References	:	(a) Jasim Uddin Lecturer, Kabi Nazrul College, Dhaka Mobile: ..... (b) Fuara Katun Assistant Director, Bangladesh Bank Mobile: .....