Notes

Practical-6

Write an e-mail to BPO HR for the post of "Customer Support Executive" and attach your resume

Objectives

After completion of this practical/activity you will be able to

- prepare your resume for jobs;

- apply for jobs in companies.

Pre-requisite

- You should have knowledge of Email account and Internet.

- You should be able to use MS Word/Writer.

Procedure

- Make sure your computer is "On" and Internet service is enabled there.

- Prepare your resume using Ms Word/Writer that could fulfill the requirement of post.

- Save your resume with your name and post you are applying (i.e. Prashant_CSE).

- Open your personal e-mail account.

- Click on compose.

- Write BPO HR e-mail address in "To" section.

- Write subject line like "applying for the post of Customer Support Executive/ IT Department.

- Use appropriate greeting lines for HR (i.e. Dear Sir/Madam).

- Write cover letter that could show your qualification, skill, strength and experience.

Notes

- Write thank you to BPO HR for considering your application.

- Attach your resume.

- Send e-mail by clicking "Send" button.

Do's and Don'ts

- Your cover letter and resume should match with the requirement of the post applied for.

- Use appropriate words that could show your passion for job.

- Don't leave your mail subject line blank; recruiter may skip your application.

Learner's Observations

....
....
....
....
....
....
....
....
....
....
....
....

Instructor's signature