

## **Covering Letter (Sample) for Bio Data / Resume**

To,  
Mr. Goswami  
Manager - HR  
ABC Pvt. Ltd.,  
Mumbai

Date :

Subject : Application for the post of 'Junior Engineer' at your Mumbai Factory.

Reference : Your advertisement in 'Dainik Varta' dtd. 24/12/05

Respected Sir,

With reference to above I, Anil Anand Mathani here with wish to apply for the post of Junior Engineer at your factory. I am a first class Mechanical Engineering diploma holder from Pune & find myself suitably eligible for the above subject post. I hope to get an opportunity to appear for an interview to demonstrate my skills and abilities.

Looking forward to your favourable reply.

Thanking you,

Your's truly,

Encl : Resume

(Anil Anand Mathani)

## **Sample Bio-Data / Resume**

### **Anil Anand Mathani - (Diploma in Mechanical Engg.)**

B4/21, Manaramandir, S.No. 13/2/2, Pune- Satara Road, Dhankawadi, Pune - 43

E-mail : anilmathani@rediffmail.com

**Objective :** To perform duties with utmost sincerity & to the best of my abilities at the same time exploiting all the learning opportunities to their fullest potential.

#### **Personal Details :**

Birth Date : 01 January 1984

Age : 21 Years

Nationality : Indian

Sex : Male

Height : 165 cms.

Weight : 60 kgs

Physical Fitness - Good

#### **Family Background :**

Father : Mr. Anand Mathani working with X Pvt. Ltd as an Accountant.

Mother : Mrs. Shailja Mathani is a Home maker / Housewife.

Brother : Rajesh Mathani working with Y Pvt. Ltd. as Asst. Engineer.

#### **Academic Details :**

I have completed Diploma in Mechanical Engg. from Z Inst. of technology. Pune in the year 2005 with First Class (63%)

I secured 62% at S.Y. & 57% at F.Y. Respectively

#### **Additional Qualification**

I have done six months Part time Diploma in CAD at CAD training academy, Pune.

**Projects :**

1. (Project title) Multi Spindle Drilling Attachment

(Brief Introduction of Project - 3/4 lines)

MSDA is an attachment to vertical drilling m/c to enable drilling of more than one holes simultaneously. This particular attachment was designed, fabricated and assembled for drilling of 4 holes on a 'V' pulley. This project was done by the group of four students.

**Training Program / Workshops/ Seminars/ Industrial visits / attended.**

1. One-day workshop on latest trends in Mechanical & Automobile Engg. at M-Power, Pune
2. Seminar on 'Industry Interaction' at I.O.T. Pune
3. Industrial visits to A Pvt. Ltd Pune, B Pvt. Ltd. Nagar & C Pvt. Ltd. Aurangabad.

**Language Proficiency :**

English, Hindi, Marathi - Reading/ Writing/ Speaking

**Extracurricular Activities / Achievements / Hobbies :** Playing Chess & Volleyball

Above information is true & correct to best of my knowledge.

Date

Place :

Anil Anand Mathani