

CLASS 12 ENGLISH - JOB APPLICATION WITH BIO-DATA (PYQ 1)

Q1. (PYQ): Sunshine Public School, Delhi requires an experienced Post Graduate Teacher (PGT) in English. Draft an application for the post in response to their advertisement in a national daily. Include a detailed Bio-Data. You are Aman/Amrita, 12, Park Avenue, Delhi. (120-150 words)

12, Park Avenue, Delhi
7th September 2026

The Principal
Sunshine Public School, Delhi

Subject: Application for the post of PGT English

Sir/Madam,

In response to your advertisement in *The Times of India* dated 5th September 2026, I wish to offer my candidature for the post of PGT English in your reputed school.

I am a hardworking professional with over four years of teaching experience in CBSE schools. I possess excellent communication skills and a passion for teaching literature and grammar. I am confident that my qualifications will suit your requirements. My detailed Bio-Data is enclosed herewith.

Yours faithfully,

Aman Verma

Encl.: Bio-Data

BIO-DATA

1. Name	Aman Verma
2. Father's Name	Shri R.K. Verma
3. Date of Birth	12th August 1997
4. Address & Mobile	12, Park Avenue, Delhi 9876543210
5. Email & Marital Status	aman.verma@email.com Unmarried

6. Educational Qualifications:

S.No.	Exam Passed	Board/University	Year	Marks (%)
1	Class XII	CBSE	2015	92%
2	B.A. (Hons.) English	Delhi University	2018	78%
3	M.A. English	Delhi University	2020	75%
4	B.Ed.	IP University	2022	82%

7. Experience	4 years as PGT English at Modern School, Delhi
8. Languages Known	English and Hindi
9. References	1. Dr S. Kumar, Principal, Modern School 2. Prof. A. Mehta, Delhi University

CLASS 12 ENGLISH - JOB APPLICATION WITH BIO-DATA (PYQ 2)

Q2. (PYQ): Apex Software Solutions, Noida requires a creative Front-End Web Developer. Draft an application along with a complete Resume for the advertised position. You are Rahul/Riya, 45, Rajendra Nagar, New Delhi. (120-150 words)

45, Rajendra Nagar, New Delhi
7th September 2026

The HR Manager
Apex Software Solutions, Noida

Subject: Application for the post of Front-End Web Developer

Sir/Madam,

With reference to your advertisement in *The Hindustan Times* dated 4th September 2026, I wish to apply for the position of Front-End Web Developer in your organisation.

I have completed my B.Tech in Computer Science and possess three years of experience in designing responsive websites using HTML, CSS, JavaScript, and React. I am creative and eager to contribute to your technical team. My Resume is attached herewith for your review.

Yours faithfully,
Rahul Sharma

Encl.: Resume

RESUME

1. Name	Rahul Sharma
2. Father's Name	Shri O.P. Sharma
3. Date of Birth	25th November 1998
4. Address & Mobile	45, Rajendra Nagar, New Delhi 9811223344
5. Email	rahul.sharma@techmail.com

6. Academic & Professional Qualifications:

S.No.	Degree/Course	Institution/University	Year	Marks (%)
1	Class XII (Science)	CBSE Board	2016	90%
2	B.Tech (CS)	GGSIU University, Delhi	2020	84%
3	Full Stack Cert.	NIIT Delhi	2021	Grade 'A'

7. Work Experience	3 years as Web Developer at TechCorp, Gurugram
8. Technical Skills	HTML5, CSS3, JavaScript, React.js, Python
9. References	1. Mr V. Anand, Tech Lead, TechCorp 2. Dr K.S. Rao, HOD CS, GGSIU

CLASS 12 ENGLISH - JOB APPLICATION WITH BIO-DATA (PYQ 3)

Q3. (PYQ): National Financial Corporation, Gurugram requires an energetic Junior Accountant. Draft a formal job application along with a comprehensive Bio-Data. You are Pooja/Pankaj, 88, Vasant Kunj, New Delhi. (120-150 words)

88, Vasant Kunj, New Delhi
7th September 2026

The General Manager (HR)
National Financial Corporation, Gurugram

Subject: Application for the post of Junior Accountant

Sir/Madam,

This is in response to your advertisement published in *The Indian Express* dated 3rd September 2026 inviting applications for the post of Junior Accountant.

I am a Commerce graduate with over two years of practical accounting experience. I possess sound knowledge of Tally, GST filing, and financial accounting. I am an honest worker capable of managing financial records efficiently. I enclose my Bio-Data for your perusal.

Yours faithfully,

Pooja Malhotra

Encl.: Bio-Data

BIO-DATA

1. Name	Pooja Malhotra
2. Father's Name	Shri K.L. Malhotra
3. Date of Birth	5th March 1999
4. Address & Mobile	88, Vasant Kunj, New Delhi 9899887766
5. Email & Nationality	pooja.m@finmail.com Indian

6. Educational Qualifications:

S.No.	Qualification	Board/University	Year	Marks (%)
1	Class XII (Commerce)	CBSE Board	2017	88%
2	B.Com (Hons.)	Delhi University	2020	76%
3	Advanced Tally & GST	ICA Edu Skills	2021	Grade 'A+'

7. Experience	2 years as Assistant Accountant at Apex Finance Ltd.
8. Key Skills	Tally Prime, MS Excel, GST & Income Tax filing
9. References	1. Mr R.N. Gupta, Chief Accountant, Apex Finance 2. Prof. M.L. Sethi, SRCC, Delhi University