

Letter of Application for the Post of Marketing Manager

To

The General Manager (Personnel),

Balmer Lawrie and Company Ltd.,

21, Netaji Subhas Road,

Calcutta-700001.

Sub: **Application for the Post of Marketing Manager (Tea Export)**

Sir,

From the perusal of an advertisement in the Employment News dated 15-21 December, 1990 I have come to know that there are some posts of 'Marketing Managers' (Tea Export) vacant in your organisation. I hereby apply for one of these.

In view of the full facts, given in my bio-data, enclosed on 209a separate sheet, you will not deny me the chance to prove that I possess the requisite qualifications, taste and professional experience for the above post.

I shall look forward for an early letter of interview.

Thanking you,

Yours faithfully,

Ashish Kumar

27A, Malviya Nagar,

New Delhi-110017.

Encls:

1. Photo copies of testimonials
2. Complete Bio-data.
3. A Photograph.

BIO-DATA

1. Name **ASHISH KUMAR**
2. Present Address **27-A, Malviya Nagar, New Delhi-110017**
3. Permanent Address **As above**
4. Date of Birth **April 16, 1955. Age 36 Yrs.**

Nationality Indian

Whether SC/ST

Qualifications B.Com. Honours and Post Graduate Degree in Marketing Management and Computer Programming.

Experience Eight years' experience in the field of export And marketing of consumer products specially food items, coffee and tea.

Present post held Working in prestigious Export House in New Delhi in the capacity of a Sr. Management and Marketing cadre, as Sales Man-ager-cum-Export Officer.

Whether Government or Private Pri

List of documents: Attested copies of 10 attached testimonials

Notice period: Three months required for joining.

I hereby certify that the above information is complete and correct to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under the company.

Date: January 1, 1991

Place: New Delhi

Signature

Ashish Kumar