

# Application for the post of Assistant/ Private Secretary in the office of the Consultants' Corporation of Industries, Chawri Bazar, Nagpur.

House No: 331  
Maharaj Bagh  
Gorepeth  
Nagpur  
5th May, 2022

To  
The Manager,  
Consultants Corporation of Industries,  
113 B Chowk Barshabula, Chawri Bazar,  
Nagpur

Subject: Application for the post of Assistant/ Private Secretary.

Sir,

With reference to your advertisement published recently in THE INDIAN EXPRESS about some vacancies of Assistants, Private Secretaries etc. I beg to offer my services for one of the same. My academic and other particulars are given below

Name: Miss Radha Krishna Aggarwal  
Father's Name: Shri Ram Sarup Aggarwal  
Address: House No. 331, Berriwala Bagh,  
Near Tis Hazari, Delhi  
Date of birth June 20, 2000

Educational: Passed Higher Secondary Examination in the year 2018 with 1st Division from Government High qualifications School.

Sports: Participated in the State-level Volley Ball championship.

Health: Possess sound physique.

Extra: Know English typing and can type at the speed of 40 words per minute.

Have sound knowledge of English and can handle correspondence independently.

Can speak English and Hindi fluently.

Keeping in view the particulars given above, I have every hope that your good self would consider my name sympathetically and would favour me by giving me a chance to serve your organisation.

Hoping for a favourable decision,

Yours faithfully,  
RADHA KRISHANA AGGARWAL

