

Answer No :1

Response To Advertisement

**Manager Human Resources
Telemarking corporations
University road peshawar
Street 245, House 302**

Dear Human Resources manager,

I am applying for the position of customer service manager, as advertised on social media with over five years experience in customer service and a strong educational background in Human Resources management. I am confident I have the skills and qualifications you are seeking.

As an example of my most recent accomplishments. I designed and implemented an incentive program the significant increased productivity among customer service employees.

This in turn significantly raised the level of customer satisfaction with the service provided because employee productivity and customer satisfaction are key components of a successful customer service operations.

I believe that my expertise in these areas would be of particular value in meeting the challenges of the position.

The enclosed resume summarize the full range of my skills and qualifications. I would appreciate the opportunity for a personal interview to discuss this position and my qualifications in more details and look forward to hearing from you at your earliest convenience.

Thank you for your Consideration

**Sincerely,
X Y Z**

Answer No: 2

Introduction of business Report

The introduction is the first part of the report paper use it to set out the brief you received when you were asked to compile the report. This will frame the rest of the report by providing.

- ➔ **The purpose of the report i.e what you set what you set out to achieve.**
- ➔ **It's scope i.e what the report will cover and what it will ignore.**
These are know as the terms of reference for the business report.

Body of Report/ Discussion of finding:

- ➔ **This is the main section of the report.**
- ➔ **It contains numerous headings and sub headings**
- ➔ **This section discuss analysis, interpets and evaluates the research findings or solutions to the intial problem.**
- ➔ **It is unnecessary to use the title discussion of findings.**
- ➔ **You may organize the findings chronologically geographically topically or by some other methods.**
- ➔ **Avoid using I, we etc**

→ Include tables charts etc

Conclusion of Business Report

The last main section of your report will cover conclusion and recommendations. The conclusion section should summarize what you have learned from the report. If you have been asked to do so, you should also recommend potential course of action based on your conclusion.

→ If you are writing a business report, Aim to structure it as follows, title page, includes a clear, information title your name and the date, Summary, A brief summary of what the report is about.

Answer No: 3

Resume

A resume **is a one** or two page formal document that job hopeful submit to hiring manager and employment recruiter as a means of itemizing their work experience educational background and special skills. Successful resume entice potential employers to invite applicants to interview for the positions. Resume are traditionally accomplished by cover letters in which applicants champion their relevant skills And tout their specific qualifications for a given position.

Generally it's always good to present the information on your resume in this order;

- Contact details
- Opening statement
- List of key skills
- List of technical, software skills
- Personal attributes, career aver view.
- Educational history, work placement
- References

What should not be included in a resume;

Do not include any personal information beyond your address email and phone number. Leave out your age date of birth, race, sexual orientation, religion, political affiliation and the name and ages of your spouse and children.

Answer No: 4

Highlights the main and key elements of business proposals

Building a business proposal is like building a house just as the structure of a house varies based on location and the architect or homeowner preference, business proposal components can vary based on industry, company size and many other factors. In any case there are certain elements that are always necessary the three things ate what the recipients of your proposal will be looking to glean from it. Think of these as the roof, wall, and foundation of your business proposal.

1. Information about your company, who are you, what qualifications and why would a potential client pick you over competitors
2. Demonstrated knowledge of the problem, show that you've listened and done your research you know what the client needs.
3. Pricing and methodology, How exactly are you going to solve the client problem and much is it going to cost

Basic Elements

Title page

Cover letter

List of illustration

Executive summary

Introduction and discussion

Conclusion