Name kalsoom

ID 15029

DP BBA

 ***ANS OF QUESTION NO # 3***

***What is mean by resume:***

 A short account 1 2 pages of your experience and achievements .

most resumes only get 20- 30 seconds scan by the reader.

**Put on your resume**

* . Show off your tech skills.
* . Highlight your achievements.
* . Note your accomplishments.
* . Proofread and proofread again.
* . Give a heads up to your references.
* . Keep it updated.

***Not***

* ***.*** *Misrepresent your education or job experience.*
* *Give reasons for leaving each job.*
* *. Get too personal.*
* *. Worry about using exact dates***.**
* *. Experiment with a crazy forma***t.**
* Use your company phone number or email address.
* List past salaryinformation

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 ***ANS OF QUESTION NO # 4***

* *The main elements of business proposal:*

*The key elements of a business proposal are much the same whether for large and small business .*

* A business proposal is a document used to offer specific goods or services to prospects at a defined cos.
* **Business Proposal in 6 Stepe**

1. **Gather the Information You Need**:

This will inform the key elements to include in your proposal and create a more accurate and effective proposal that results in a closed deal.

2. **Define Project Objectives & Scop**e

 It’s important that you know and articulate your objective so that you never lose sight of the reason you’re writing the proposal. This helps shape your outline and your proposal.

What is the purpose of the proposal?

What are the needs of your prospect or customer?

What problems are you solving with your products and services?

How does your solution solve your customer’s or prospect’s problems?

3**. Estimate Your Labor & Costs**

 Many businesses use a simple formula to estimate their labor costs: Take a mental walk-through of the project and write down the realistic number of hours it will take for each task.

**4. Start Drafting Your Business Proposal**

They start with an introduction that summarizes your business and the project, followed by a body that fleshes out all the details (including a pricing table, photos, and charts) and a conclusion that tells the customer how to proceed.

**5. Edit Your Business Proposal**

. Many word processing tools allow you to track changes on shared documents, giving you a record of peer comments or suggested corrections. You can always hire a freelance editor to review your proposal.

Second, you need to pay attention to the tone and length of your proposal

**6. Send Out Your Business Proposal & Follow Up**

In this case, it is still a good practice to email a copy of your business proposal, featuring your letterhead and formatted per your business requirements, to ensure that all terms and conditions are properly captured.

 ***ANS OF QUESTION NO# 2***

***BUSINESS REPORT:A BUSINESS*** *REPORT serves are main purpose to help a company solve a problem at has the following three main points*

* *Introduction*
* *Body of the report*
* *Conclusions*

*I****NTRODUCTION***

*the intoduction of the business report is the main thing it lays the ground work for understanding the problem and how it can be helps readers understand how the report is laid out and organiz it identify the problem to be solve.*

***Key point***

* *Any business report should .*
* *Focus the readers attention .*
* *Provide background information on the toper of the repot.*

*.*

***Body of business report*** *the body of the report is main text of report . it is usuually the longest part of the report it is a detailed discussion of your woork for those reader who to know in some depth and competencss what wen done the body of the report shows what was don ,how it was done ,what the result and what conclusions and recomendation com drawn.*

*The body of the report also contains evidence or as tables graphs.*

*All thes help the reader to understand the issue of the report.*

 ***Conclusions: a*** *report conclusion should summarize what the problem or goal is and offer new insights into the situation .the report contants are linked to the condusions in an understan insight full way .*

*The conclusion of the business report should summarize the problem to the reader*

***Main points***

* *:no new information that is not in the body of the report should be included in the conclusion*
* *Offer some new insight.*
* *==========================================*

***ANS OF QUESTION NO #1***

The CEO

Buisness marketing company,

Alberta Canada.

Subject= Application for the job of marketing manager.

Respected Sir,

                         I am kalsom from mardan,I did my BBA from Iqra university peshawar. I did my internship in “State Life insurance company ”And have a great experience from that, now therfore I think so that I will be fit for a marketing manager post in your company so I need to be appear Before you in a interview so that you could judge me.

Marketing manager rquires the ability how to deal with clients and and have a best experience in different companies. These ability are present in me by birth and had proved myself in different companies there are still so many clients under my observation and I have a better experience with them.

I am a fond of your company and had listened a lot about it working it is my dream job to serve there in your company and I promise that you will never be disappointed from behavior therefore,kindly grant me here a job as a marketing manager. I will be very thankfull to you.

 *thanku*