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Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa Province/ Weekly School Department of Education,Sabaragamuwa

Subject : GENERAL ENGLISH

Grade: 13

Prepared by: Ratnapura Education Zone

Time : 3 hours

1. Study the covering letters given in pages 193-198. Answer the following questions.

2. What is a covering letter?

A cover letter (also known as a covering letter or application letter) is; a one-page document that introduces a job seeker's work history, professional skills, and personal interest in applying for a job.

3. According to your opinion what are the most important facts that should be included in a covering letter?

4. What you should not do in writing a covering letter?

5. CHOOSE SIX THINGS YOU SHOULD INCLUDE IN A COVER LETTER. TICK (✓) ALL THE CORRECT ANSWERS.

   1. ……………. Which job you are applying for and how you found out about the vacancy
   2. …………. Brief biographical details
   3. …………. Your experience and personal qualities related to the job
   4. …………. Your negative personal qualities
   5. …………. Your motivation for applying
   6. …………. Why you left your previous job
   7. …………. Your salary expectations
   8. …………. A complete list of your exam results and qualifications
   9. …………. What you can offer the company if they give you the job
   10. …………. What other documents you are attaching or enclosing with the letter

6. Answer the questions given in pages 191-192.

7. Write a resume and a covering letter for the following advertisement.

VACANCY ANNOUNCEMENT

National ICT R&D Fund, a company registered under Section 42 of the Companies Ordinance 1984 and incorporated by the Federal Government, invites applications for the following position:

Position: Assistant Manager Internal Audit

Qualification & Experience:

- MBA Finance/ACCA/ICMA/CA (Inter) from a reputable Pakistani or International University. Additional qualification related to Internal Audit will be preferred.
- 1 year experience (up to maximum of 3 years) in Finance/Accounts/Audit of a Telecom, IT, Research Organization and/or Accounting Firm is preferred. Internal Audit specific experience will be preferred.

Job Description:

- To assist management in risk assessment, internal control development and internal audit of the organization.
- Prepare or contribute to the preparation of work plans (including risk assessment) and audit programs for assurance engagements.
- Conduct – in accordance with IIA standards - segments of financial, operational and compliance audits of various departments.
- Prepare working papers documenting, adequately, work performed.
- Draft segments of the reports and communications on the results of work performed, for review by the management.

Salary: Salary Range is Rs. 30,000/- to Rs. 60,000/- with perks and privileges as per Company Rules.

Age: Maximum of 30 years.

Application Process: Applications along with Resume/CV should be submitted online only by logging on to **www.rozee.pk** before 5:00 pm on **April 09, 2013.**

HR Department
National ICT R&D Fund
6th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad.
Phone: 051-9215360-5 Fax: 051-9215366

Ministry of Information Technology
Government of Pakistan

National ICT
R&D Fund

PID(I) 4414/12