

PQT - Post Graduation Teacher (Masters) (11th & 12th)
TGT - Training Graduation Teacher (5th & 10th) (12th)
PRT - Primary Teacher

Leadership skills, Receptionist -
(Communication skills). A record of
great rapport with the students/
colleagues, etc.

~~Enclosure~~ - If given an opportunity
I would surely prove to be an
asset to your company. (Write this
line in end always)

Yours Sincerely (In truly or sincerely use
small s and t)

Name

Enclosure - copy of Biodata

Start bio data from new page

→ Bio Data Format

• 3 Parts

1) Personal Information

* Name

* Date of Birth

* Address and Contact Details

2) Educational & Professional Qualifications
(You need to know the qualification for the
particular profession or marks will be cut)

Pt Educational - Degrees (11th, 12th, 10th, BA, MA)

Professional - Specific degree required for
specific ^{profession} qualification (for Teacher - B.Ed,
for Manager - MBA)

In Education Qualification - You have
to mention the latest first. MA

And if you are adding BA
professional qualification in it 12
then Pt will come first. 11
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