

BBS 2ND YEAR

CHAPTER: 4

MEMO, NOTICE EMAIL BLOG AND ADVERTISEMENT

MEMO WRITING

FORMAT

- ✂ **To:** [Recipient's Name/Department]
- ✂ **From:** [Your Name/Position]
- ✂ **Date:** [DD/MM/YYYY]
- ✂ **Subject:** [Brief Topic of the Memo]

Body:

- Introduction (Purpose of the memo)
- Main details (Important information)
- Conclusion (Action required, deadline, or closing remarks)

Example Memo

- ✂ **To:** All Employees
- ✂ **From:** HR Manager
- ✂ **Date:** 03/02/2025
- ✂ **Subject:** Office Timings Change

Dear Team,

Starting from **10th February 2025**, the office working hours will be from **9:00 AM to 5:30 PM** instead of 10:00 AM to 6:30 PM. This change is made to improve productivity and work-life balance.

Please adjust your schedules accordingly. If you have any concerns, feel free to contact HR.

Best Regards,
HR Manager

2. NOTICE

Format:

✂ **Institution/Organization Name**

✂ **NOTICE**

✂ **Date:** [DD/MM/YYYY]

✂ **Subject:** [Brief Topic]

Body:

- Who the notice is for
- Important information
- Any deadlines or actions required
- Contact details (if needed)

✂ **Signature**

✂ **Designation**

Example Notice

✂ **XYZ College**

✂ **NOTICE**

✂ **Date:** 03/02/2025

✂ **Subject:** Holiday Announcement

This is to inform all students and staff that the college will remain closed on **14th February 2025** for Saraswati Puja. Regular classes will resume on **15th February 2025**.

For further information, contact the administration office.

✂ **Principal**

✂ XYZ College

3. EMAIL

Format:

✂ **To:** [Recipient's Email]

✂ **Cc/Bcc:** [If needed]

✂ **Subject:** [Brief Topic]

Dear [Recipient's Name],

- Introduction (Reason for writing)
- Main content (Important details)
- Conclusion (Any actions required, closing statement)

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]

Example Email

From : xyz@gmail.com|

To: support@xyzcompany.com

Subject: Request for Technical Support

Dear Support Team,

I am facing an issue with logging into my account on your website. Despite entering the correct credentials, I receive an error message. Kindly assist me in resolving this issue at the earliest.

Looking forward to your prompt response.

Best Regards,

Nagendra Dhimal

IT Officer

9745862965

4. BLOG

Format:

✂ **Title**

✂ **Introduction** (A short, engaging paragraph about the topic)

- ✂ **Main Content** (Details, explanations, or steps)
 - ✂ **Conclusion** (Final thoughts, advice, or a call to action)
-

Example Blog

✂ **Title: How to Stay Productive While Studying Online**

With online learning becoming more popular, many students struggle to stay focused. Here are some tips to boost your productivity.

- ☐ **Set a Schedule** – Plan your study time to stay organized.
- 2 **Create a Study Space** – Find a quiet and comfortable place.
- 3 **Take Breaks** – Short breaks improve concentration.
- 4 **Use Online Resources** – Tools like NDGURU can help you learn better.

By following these steps, you can make the most of online learning. What are your favorite study tips? Let us know in the comments!

5. ADVERTISEMENT

Format:

- ✂ **Headline** (Catchy & Bold)
 - ✂ **Image** (If applicable)
 - ✂ **Main Content** (What is being advertised? Features, benefits, and offers)
 - ✂ **Call to Action** (Contact information, website, or location)
-

Example Advertisement

✂ 🔊 Join NDGURU – Your Smart Online Tuition Center! 🔊

Looking for expert tutors in Management, Education, Science, and Humanities? NDGURU provides interactive video lessons, expert guidance, and 24/7 support to help you succeed.

- ☑ Experienced Teachers
- ☑ Affordable Fees
- ☑ 100% Online & Flexible

☎ Call us now at **9745862965** or visit our website to enroll today!

1. RESUME FORMAT

- ✂ **Your Name**
- ✂ **Your Contact Information** (Phone, Email, Address)
- ✂ **LinkedIn** (if applicable)

1. Summary/Objective

(A short paragraph summarizing your skills, experience, and career goals.)

2. Skills

- [Skill 1]
- [Skill 2]
- [Skill 3]

3. Work Experience

✂ **Job Title** – [Company Name] | [Month/Year – Present/Past]

- Responsibility 1
- Responsibility 2

✂ **Previous Job Title** – [Previous Company Name] | [Month/Year – Month/Year]

- Responsibility 1
- Responsibility 2

4. Education

✂ **Degree Name** | [University Name] | [Year of Completion]

5. Certifications (If any)

✂ [Certification Name] – [Issuing Organization] | [Year]

6. Projects (If any)

✂ **Project Name** – [Brief description of your role and outcome]

7. References (If needed)

✂ Available upon request.

Example Resume

✂ **Nagendra Dhimal**

✂ **Phone:** 9745862965 | **Email:** nagendradhimal@example.com

✂ **LinkedIn:** linkedin.com/in/nagendradhimal

1. Summary

IT Officer with **5+ years of experience** in software development, web design, and decision support systems. Passionate about **innovative educational platforms** and **online learning solutions**.

2. Skills

- Web Development (HTML, CSS, JavaScript)
- IT Support & Troubleshooting
- Decision Support Systems (DSS)

3. Work Experience

✂ **IT Officer** – Moyer Metropolis City of Kathmandu | **2022 – Present**

- Managed IT infrastructure and implemented digital transformation strategies.
- Developed NDGURU, an online tuition center.

✂ **Web Developer** – XYZ Solutions | **2020 – 2022**

- Designed and maintained responsive websites.

4. Education

✂ **Bachelor of Information Technology** | Tribhuvan University | **2019**

5. Certifications

✂ **Certified Web Developer** – Google | **2023**

6. Projects

✂ **NDGURU** – Developed a responsive online learning platform.

✂ **Online Notice System** – Implemented a digital notice system for office use.

2. COVER LETTER FORMAT

✂ **Your Name**

✂ **Your Address**

✂ **Date**

✂ **Hiring Manager's Name**

✂ **Company Name**

✂ **Company Address**

Subject: Application for [Job Title]

Dear [Hiring Manager's Name],

I am writing to apply for the **[Job Title]** position at **[Company Name]**. With my background in **[mention key skills or experience]**, I am confident that my expertise aligns with your company's goals.

In my previous role at **[Company Name]**, I **[mention a key achievement or responsibility]**, which led to **[mention positive impact]**. I am particularly skilled in **[mention key skill]**, making me a strong candidate for this role.

I am excited about the opportunity to contribute to **[Company Name]** and would love to discuss my qualifications further. Please find my resume attached for your review.

Thank you for your time and consideration. I look forward to your response.

Best regards,

[Your Name]

Example Cover Letter

✂ **Nagendra Dhimal**

✂ **Kathmandu, Nepal**

✂ **03 February 2025**

✂ Hiring Manager
✂ Moyer Metropolis City of Kathmandu
✂ Kathmandu, Nepal

Subject: Application for IT Officer Position

Dear Hiring Manager,

I am excited to apply for the **IT Officer** position at **Moyer Metropolis City of Kathmandu**. With **5+ years of experience** in IT support, web development, and **decision support systems**, I am confident in my ability to contribute effectively to your team.

In my role as an IT professional, I successfully developed **NDGURU**, an online tuition platform, enhancing digital education accessibility. My expertise in **HTML, CSS, JavaScript, and IT infrastructure management** makes me a strong candidate for this role.

I would love to discuss how my skills align with your organization's needs. Please find my resume attached for review. I look forward to your response.

Best regards,
Nagendra Dhimal

3. JOB APPLICATION LETTER FORMAT

✂ Your Name
✂ Your Address

✂ Date

✂ Hiring Manager's Name
✂ Company Name
✂ Company Address

Subject: Application for [Job Title]

Dear [Hiring Manager's Name],

I am writing to formally apply for the **[Job Title]** position at **[Company Name]** as advertised. With my background in **[mention key skills or experience]**, I believe I can contribute positively to your team.

I have **[number of years]** years of experience in **[mention field]** and specialize in **[mention specific skills]**. At **[Previous Company Name]**, I successfully **[mention key achievement]**, which resulted in **[mention positive impact]**.

I am highly interested in this role because **[mention reason for interest]**. My resume is attached for your review, and I would appreciate the opportunity to discuss how I can be an asset to **[Company Name]**.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]

Example Job Application Letter

✉ **Nagendra Dhimal**
✉ **Kathmandu, Nepal**

✉ **03 February 2025**

✉ **Hiring Manager**
✉ **Moyer Metropolis City of Kathmandu**
✉ **Kathmandu, Nepal**

Subject: Application for IT Officer Position

Dear Hiring Manager,

I am writing to formally apply for the **IT Officer** position at **Moyer Metropolis City of Kathmandu**. With my extensive experience in **IT support, web development, and decision support systems**, I am confident in my ability to contribute effectively to your organization.

I have over **5 years of experience** in the IT field, specializing in **website development, IT infrastructure management, and technical support**. In my previous role at **XYZ Solutions**, I successfully led a project that **streamlined IT operations, reducing system downtime by 30%**.

I am eager to bring my skills to your team and contribute to the success of your organization. Enclosed is my resume for your review. I would appreciate the opportunity to discuss my qualifications in detail.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
Nagendra Dhimal