



HOW TO WRITE AN APPLICATION LETTER

Your Address
Phone Number

Date

Name of person you are writing to
Title
Address

Dear

Re: Position (Title and - if stated - job number)

1st Paragraph Say where and when you saw the job advertised

2nd Paragraph Write a short paragraph saying how you meet the most important of the selection criteria you have identified.
BE POSITIVE

3rd Paragraph Write short paragraphs about the second and third most important of the selection criteria you have identified
(why you believe you have suitable for the job).

Last Paragraph Tell the Employer that you are enclosing your resume and references with this letter and would be available for an interview at their earliest convenience. Include your phone number so that you can be contacted.

Sign Off Use "Yours faithfully" if you have started your letter with "Dear Sir/Madam" OR "Yours sincerely" if you have started with the person's name.

ALWAYS SIGN YOUR NAME IN PEN ABOVE YOUR TYPED NAME

It is advisable to type your letter so that it can be read quickly and easily by people who do not have much time. If it's hard to read they might give up and go on to the next application.

Examples:

(1st Paragraph)

- In response to the position of _____ advertised in the _____ on _____
I am encouraged to apply, knowing that I fulfil the criteria and am able to meet your needs in a highly professional way.
- In response to the vacancy for a _____ which appeared in the _____ on _____ I am confident to apply knowing that I would bring a fresh, enthusiastic approach to the position.
- With reference to _____
- With regards to _____
- Please accept this letter as confirmation of my willingness to perform the tasks required for the position of _____ within your organisation.
- After / upon reading the requirements for the position of _____ placed in the _____ on _____ I am encouraged to offer my resume / application for your consideration.
- I am forwarding my application for the position of _____ advertised in the _____ on _____ knowing that I can perform the job well.
- I am keen to be considered for the position of _____ within your company / organisation.

If making a direct approach:

- I refer to my conversations with Mr. John Smith last Wednesday, and enclose my resume for your consideration. I wish to be considered for a part time or contractual _____ position.

On speculation:

- I understand you may be recruiting for _____ staff in the next few weeks / months. I have enclosed my resume for your consideration for a full or part time _____ position.

Examples

(2nd & 3rd Paragraph)

- As a recent graduate of the "Certificate in Office and Secretarial Studies" at Lang's Business College, I am skilled / qualified in

- With my experience as _____ I am well suited to the position.

- Having worked as _____ I am confident of performing the skills and tasks required at a high level of proficiency.

- Earlier I completed:

- Having been:

- Having held a position as:

- Being qualified in:

- Holiday jobs have helped me learn about work situations and have provided me with a practical insight into business problems.

- I have 3 years experience in:

- I would like to outline the attributes that will confirm my suitability:

Examples: Pro Active Close

(Last Paragraph)

- Thank you for your time and consideration:
- I look forward to an appointment with you:
- I am happy to discuss my application further:
- I would value the opportunity of discussing my application further:
- I would appreciate the opportunity of discussing my application further:
- I am available for interview at your convenience and can be contacted on:
- Your interest and consideration are really appreciated and I am eager to learn of your decision
- Please find enclosed / attached my resume and referees which I look forward to discussing with you in a personal interview.
- My enclosed resume briefly outlines the activities from which I have learned the meaning of hard work and developed my attitude towards working conscientiously for my employer.
- I have always enjoyed working as part of a well run team and would welcome the opportunity of discussing my application and hopefully joining your company / organisation / team.
- I am interested in undertaking any further training and would appreciate meeting with you to explain further how I could be of service to your company / organisation
- I would like to discuss my experience / suitability to the position and give you a more detailed insight into my expertise. Please telephone me on to arrange such a discussion.
- Thank you for your consideration and I would look forward to the opportunity to present myself in person and further discuss my suitability for this position and I eagerly await your response.
- Thank you for the opportunity to apply for this position. My enclosed resume demonstrates why I am able to fulfil the responsibilities required. I would value further discussing my suitability and eagerly await your response.