**Abd Arrahman Mira Bejaia University**

**Faculty of human and social sciences**

**Specialty psychology**

**Semester 2**

**Teacher: MAMMERI**

**Lesson 1: application letter**

**Level: master 1**

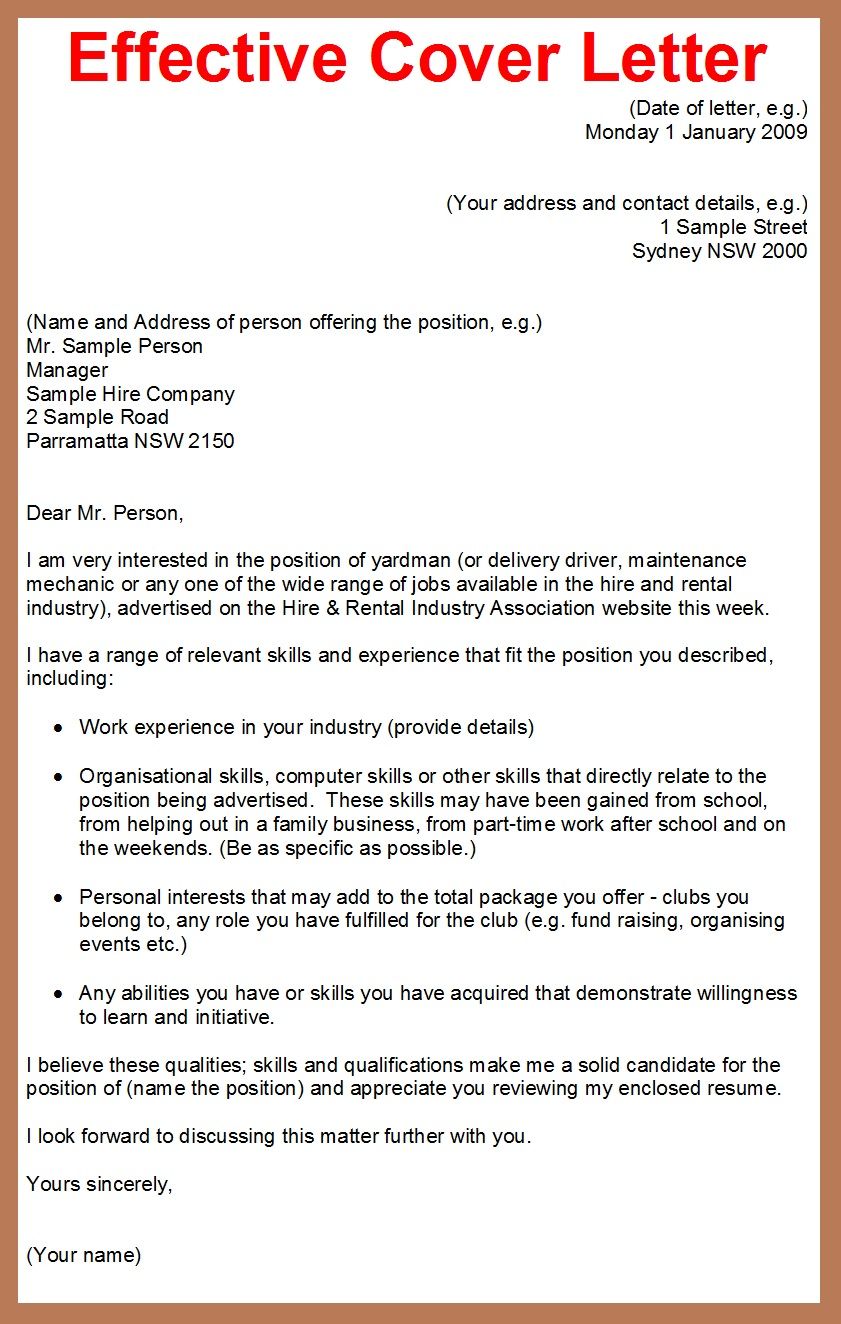
**Definition:**

**Application letter:** also known as **“cover letter”** is a standalone document you submit to a potential employer to express your interest in an open position .the job application explains who you are as a professional and an individual, the letter should highlight your achievements and skills .in this lecture, we explain how to write an effective and engaging job application letter.

**Steps for writing application letter**

1. From the right , Date of letter( we should write the date of letter )
2. Your address and contact details
3. from the other side , we write the name and address of person offering the position
4. Begin with greetings like Dear sir, madam.
5. Give a clear reason for reason ( I ‘am writing with regard to / to apply for )
6. Include a summary of your skills and experience
7. Write the comment near the end of your letter (I hope you will find this information useful )
8. Close your letter with a set phrase ( I look forward to hearing from you )
9. At the end of your letter write ( yours faithfully/yours sincerely)
10. don’t forget to write your name

**This is a sample of application letter**

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