

**Abd Arrahman Mira Bejaia University**

**Faculty of law and political sciences**

**Specialty private law**

**Semester 2**

**Teachers:** MAMMERI

**Lesson 1:** application letter

**Level:** master 1

**Groups:** 1,2,3,4,5

**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**

# Effective Cover Letter

(Date of letter, e.g.)  
Monday 1 January 2009

(Your address and contact details, e.g.)  
1 Sample Street  
Sydney NSW 2000

(Name and Address of person offering the position, e.g.)  
Mr. Sample Person  
Manager  
Sample Hire Company  
2 Sample Road  
Parramatta NSW 2150

Dear Mr. Person,

I am very interested in the position of yardman (or delivery driver, maintenance mechanic or any one of the wide range of jobs available in the hire and rental industry), advertised on the Hire & Rental Industry Association website this week.

I have a range of relevant skills and experience that fit the position you described, including:

- Work experience in your industry (provide details)
- Organisational skills, computer skills or other skills that directly relate to the position being advertised. These skills may have been gained from school, from helping out in a family business, from part-time work after school and on the weekends. (Be as specific as possible.)
- Personal interests that may add to the total package you offer - clubs you belong to, any role you have fulfilled for the club (e.g. fund raising, organising events etc.)
- Any abilities you have or skills you have acquired that demonstrate willingness to learn and initiative.

I believe these qualities; skills and qualifications make me a solid candidate for the position of (name the position) and appreciate you reviewing my enclosed resume.

I look forward to discussing this matter further with you.

Yours sincerely,

(Your name)