

Writing an application letter

A letter of application: Also known as a **cover letter** is a document that accompanies your resume (CV) when you're applying for a job. It contains enough information to make the employer want to look at your application in greater detail. Your application letter, however, should not contain too much detail about your experience and qualifications because that is the job of the CV.

❖ Layout and style:

The letter should be limited to one page and a few paragraphs will normally be sufficient. It is better to address a letter to a specific person, e.g. **Dear Miss Marry**, rather than to **Dear Sir** or **Madam**. However, in some job advertisements the name of the person you are writing to is not given. It is good practice to try to find out the following information before you write your letter:

1. the full name of the person you are writing.
2. their title - Mr., Mrs., Miss, Ms, Dr, Professor, etc
3. their position – Personal manager , Human Resources Manager, etc.

Remember:

Never write *Dear Miss W. Marr*. It should be *Dear Miss Chan*. Do not use the initial except in the address. If you start with **Dear Sir/Madam**, it is accepted practice to finish with **Yours faithfully**. Whereas, if you start with **Dear Miss Marry**, you may finish with **Yours sincerely**. Your letter should be neat and free from careless mistakes. You can follow the *blocked* and *open punctuation* style. Whichever layout style you choose to use.

❖ Structure of the letter:

- **Paragraph 1:** It should state clearly **why** you are writing and **where** you saw the job advert.

Eg 1. I would like to apply for the post of ... as advertised in today's issue of...

2. With reference to your advertisement in ... on ..., I am writing to apply for the position of.

- **Paragraph 2:** It should give a little information about your qualifications and experience. Make sure the information you give is relevant to the job that you are applying for.

Eg 1. As you can see from my enclosed CV, I have worked in my present position for five years. During this time I have gained invaluable experience in...

Eg 2. I am currently a student at TPU studying..... I am due to graduate in..... Although I have been studying full time, I have had a number of summer jobs which have helped me to gain experience in...

Eg 3. My experience over the past two years has been at the managerial level, where I have had responsibility for ...

- **Paragraph 3:** It should say **why** you believe you are suited to the job and **what** you can offer to the company. Those currently employed can state the reason for wishing to change their present job. However, you should not sound critical of your present employer.

Eg : 1. For the last two years I have been working as a receptionist in ...Unfortunately the Agency is moving its main offices overseas and I have therefore decided to look for a new position. I believe that the experience I have gained in ... has given me the qualities you are looking for ...

Eg 2. I believe I would be an asset to your company. I will be able to bring with me my experience of ... which I believe would be useful in this position...

Eg 3. I feel that my ability to ... will help/enable me to...

- **Paragraph 4:** It should tell the reader **when** you are available for an interview and **how** are contact you.

Eg 1. I would like to have the opportunity to talk to you further about my application. I am available for interview at any time and I can be contacted at/on ...

Eg 2. I am available for an interview at any time but would appreciate two days notice. I can be contacted on/at...

- **Paragraph 5:** Closing phrase: I look forward to hearing from/meeting you

Exercise: Read the following extracts from one letter about the advertisement for an administrative clerk. Fill in each blank with a word from the following list:

as , audio ,available, consider , enclose, inquiries, favourably ,for , form , further ,in opportunity, position ,take, to ,with .

I would like to apply (1).....the position of administrative clerk with your company. I (2).....my application form. I am presently working (3).....a secretary in the accounts office at TW Industries. My responsibilities include (4).....and copy typing and dealing (5).....correspondence and telephone (6)..... . Twice a week, I have been going to evening classes in bookkeeping and I intend to (7).....an examination in three month. I am applying for the position because I would like an (8).....to make more use of my training. I would be (9).....for an interview at any time. I hope that I would get a (10).....reply for my application.

Correction:

1. for 2.form 3.as 4.inquiries 5. With 6. Audio
7. take 8 opportunity 9 .available 10.favourable