



Letters of Application

Although many employers recruit using application forms or CV's, the letter of application is still an important tool alongside these to help you get a job.

The style of letter you choose and the content that you add will depend on why you are writing it but there are some general things to remember:

- ✚ Use plain unlined paper and set your letter out using the example on the next page.
- ✚ Keep it brief, no more than 1 side of A4. The main body of the letter should be only 2-3 paragraphs long.
- ✚ Write clearly in black ink or type the letter, carefully check your spelling and grammar.
- ✚ Be positive; say why you are the right person for the job.
- ✚ Use simple language and keep to the point "I am applying for the post ofwhich was advertised in the"

When to use a Letter of Application

Application letters can be used:

- ✚ To make an application when a job advert says: "**apply in writing** to....." This is usually as a result of an advert which may say: "Please send a letter stating your suitability for the role....."
- ✚ To introduce an **application form** or **CV** where an advert says "Please complete the application form and return to...." or "Please send a copy of your CV to....." The letter should highlight some of their contents to show your suitability for the job.
- ✚ To make a '**speculative**' application to a company where you are interested in working but no jobs have been advertised. In this case you will have to introduce yourself and explain what your skills are and why they might be interested in you. You need to let them know that they are the company you want to work for and why. You should ask: if they have no current vacancies could they keep your details on file.



Selling Yourself in Your Letter!

- ✚ You want to make a good impression; the letter should 'sell' you to the employer.
- ✚ Find out the name of the person who deals with recruitment, you could even phone the company to get this if it's not in the advert. Address your letter to them, for example: 'Dear Mr Smith' and end the letter 'yours sincerely'. If you start the letter 'Dear Sir or Madam', end with 'yours faithfully'.
- ✚ Explain why you are writing, for example because you have seen an advert.
- ✚ Say why you are suitable for the job and give 2-3 examples of your relevant skills or experience. For example: As I edited the school newsletter, I have excellent proof reading skills..... or I have used my excellent skills in web design to develop my own website.....
- ✚ If the letter is to accompany an application form or CV you will not need to include as much detail in the letter.

Use the guide to help you set out your letter.....



Setting out your Letter

Put your own contact details here; include your phone number, e-mail address and the correct date

Put the name and address details here for the person the letter being sent to

If you have the name of the person dealing with the job put it here otherwise use 'Dear Sir or Madam'

If you are responding to an advert or know the job name put this in a title line

Paragraph 1: explain why you are writing the letter

Paragraph 2: explain why you are suitable for the job or to work for the company

Paragraph 3: give other information such as that you have enclosed a CV or how you can be contacted

If you wrote to a named person use 'yours sincerely' or if you used 'Dear Sir or Madam' use 'yours faithfully'

Sign your name and print it underneath

The House
My Road
Anytown
Co Durham
DL8 1TS
0191 4443232
Jane.brown@btinternet.com

10th May 2007

Mr. B. Smith
Personnel Manager
Anytown Manufacturing Co.
Anytown Industrial Estate
Anytown
Co Durham
DL8 4AP

Dear XXXX,

Re Your vacancy: XXXXXXXXX : Ref TA/750

I would like to apply for the post of XXXXXXXXX, as advertised in the Anytown Express 5th May 2010. I have been interested in working for your company for some time and I believe I have the skills and experience you need.

Since leaving Anytown Comprehensive School I have been on an apprenticeship at Anytown Council, where I have completed my level 2 Business Administration. This has enabled me to develop skills in all general office duties such as filing, photocopying and faxing in an efficient manner. I have excellent computer skills, being confident with Microsoft Word, Excel and Access and I am able to carry out all general office duties such as filing, photocopying and faxing in an efficient manner. I am motivated and reliable and feel that I am ready to take on a role that will allow me to develop further. I can offer a committed hardworking attitude and an ability to work without supervision or in a team situation.

Please find my CV giving further evidence of my skills and experience enclosed. I look forward to hearing from you.

Yours sincerely,

Jane Brown

Miss Jane Brown