

## **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 you letter out using the example on the next page.**
- Keep it brief, no more than 1 sides 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 of ......which 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 You Letter!

- 4 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'.
- **4** 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 you 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.

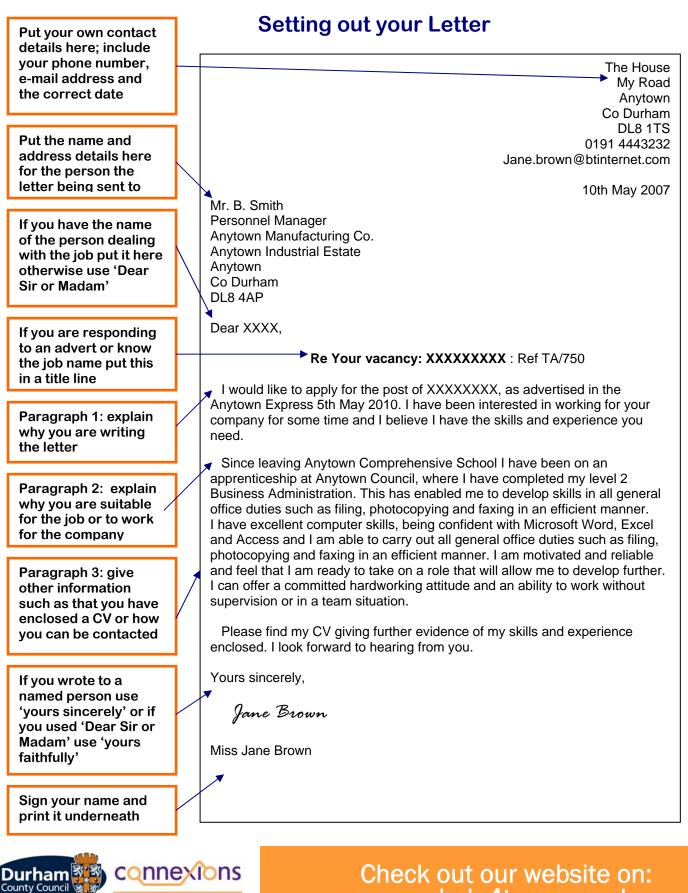
Use the guide to help you set out your letter......



Check out our website on: www.help4teens.co.uk







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