

# Application Letters

Each resume you send should be accompanied with a covering letter or fax cover sheet.

Your aim when writing this letter is to show how your skills and experience relate to the employers needs, and why the company would benefit from employing you.

When an employer advertises a job, they will usually include keywords or criteria in the job ad. The employer has an idea of what type of skills and qualities are required to do the job. Applicants who are selected for an interview are the ones who address all of the keywords mentioned in the job ad.

## Preparing your application

- Ring the employer to get more information about the position and the company. Ask for a job description and selection criteria to be sent to you if they are available.
- Try and address the letter to a specific person.
- Highlight the skills and experience that is related to the particular job you are applying for. Don't make the mistake of sending the same cover letter to every job.
- Make sure you cover the requirements of the job that you meet.
- Make sure all the information is relevant to this job. Don't just write about your last job.
- Mention important points from your resume that demonstrate your relevant skills
- Write clearly and simply, sound enthusiastic about the job.
- Make sure you tell the truth don't lie you will always get found out.
- Check the closing date for this application. Give a good impression by getting your application in early.

## Letter layout and presentation

- Ask someone else to read your letter to check for spelling mistakes and grammatical errors.
- Keep sentences clear and reasonably short, and keep the letter to one page.
- Type your letter on good quality white A4 paper.
- Always keep a copy of the letter so you can look at it before the interview.

## Emailing

- Always send a cover letter.
- In the Email, write a brief covering letter stating what you are applying for and what attachments you are sending. Remember to confirm your interest in the position.
- In the Email Title – Write the title, location and reference number for the job.



## **Reading Job Advertisements**

So, it is important to read job ads carefully to be able to pick out the keywords but we also need to be prepared to make the phone call to the employer. Anytime that the employer provides a contact number – Use It! Always have some questions prepared to ask them about the job and look at the details of the job ad – Job Title, Where it was advertised, name of the contact person – this way you don't get confused or nervous once on the call.

### **Exercise:**

Read the job advertisement provided. Fill in the details below according to the job advertisement. This information is important when calling employers in response to the job advertised.

Position title and Job ID: \_\_\_\_\_

Where is the job advertised? \_\_\_\_\_

Name of contact person: \_\_\_\_\_

### **Questions to ask:**

List the questions you will ask the contact person when on the phone:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

What is the most important thing to do after you have applied for a job?

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