



Tips on writing an Application Letter

Writing a Job Application

Your application is the first contact you will have with an employer. It is also your chance to make a good first impression as the employer will use it to help decide if you are suitable for the job and if they would like to give you an interview.

It is most important to take time and care with your application. Make sure that it looks professional, has a clean layout, is spell checked and is easy to read. Make sure you use paper that is size A4.

The Application Letter

There are many ways you can write a letter for a job, however, your address, phone number and the date must be on the letter. Always address the letter to the person named in the ad. If there is no name mentioned write Sir/Madam or phone the company and get the correct name. When you write the letter put in the following information.

- Contents
- Refer to the job and where and when you saw it advertised.
- Put in any information about work you have done before.
- Give your telephone number in the letter.
- Close your letter by saying how suitable you are for the job.
- If your letter starts with Sir/Madam, always end with Yours faithfully. If you start with a person's name end Yours sincerely.
- Sign your name and have your name printed underneath.

Things to Remember

- Before writing an application, research the job and find out as much as you can about the company.
- Make a draft plan first with what you want to put in your application.
- Write it as many times as you want until you get it right.
- Always check spelling and watch your grammar. Get someone to proof read it for mistakes before you send it.
- Write neatly, but get it typed if you can.
- Make sure you use clean A4 size paper.
- Always send copies of everything, except the application letter.
- Tell the people who wrote you a reference you are being interviewed before you go.
- Keep a copy of your application.
- Make a number of copies of your résumé and send one off each time you apply for a job.
- Keep your résumé up to date.



Application letters

EXAMPLE A

Your name
Your address

Date

Name of Contact at Company

Company Name (ABC)

123 ABC St

SOUTH BRISBANE 4101

Dear Sir/Madam, (person's name if you know it)

Re: position applying for

I am writing to express my interest in the position you have advertised for a (name position) and where advertised eg, in The Courier Mail/ SEEK.com on (date you saw the advertisement) e.g. 23 October 2021. My previous experience in the (mention related experience from workplace) has given me excellent workplace skills which would be an asset to (name company you are writing to).

I am honest, reliable, friendly, and easy to get along with, as well as being a quick learner. I possess excellent communication skills and I am well presented.

Due to my previous experience in the (name industry) I believe any employer would strongly benefit from my employment.

Please find enclosed a copy of my current resume. I can be contacted on 0400 000 000 , to discuss this opportunity further.

Thank you for considering my application and I look forward to meeting with you soon.

Yours faithfully (if name not known),

or

Yours sincerely (if name is known)

[Sign here]

Your name



EXAMPLE B

Your name
Your address

Date

Name of person you are applying to
Company name
Address

Dear Sir / Madam

My name is and I am currently attending year 12 at ABC College. I am looking to commence a traineeship/apprenticeship in the industry as a school-based trainee/apprentice.

I have been gathering my skills in the industry through work experience and casual employment as you will note in my resume. I can offer an employer honesty and reliability and a commitment to learning the necessary skills to succeed within this field of work. I have very good communication skills and have demonstrated my qualities as a valuable employee through my past work placements. I am a (insert a quality you have) person and would enjoy working in your company as part of a team, or in an autonomous role.

Please find attached my current resume that gives further details on my skills and experience. I can be contacted on 0400 000 000 to arrange a suitable time for an interview.

Thank you for considering my application and I look forward to meeting with you soon.

Yours faithfully (if name not known),
or
Yours sincerely (if name is known)

[Sign Here]

Your name