

Writing application letter

Writing a good cover letter that will open doors and help you get an interview is not an easy job. A cover letter (US) is sometimes also called a motivation letter or covering letter (UK).

The cover letter below is a sample¹, entry-level cover letter written by someone who is fresh out of university with little or practically no work experience. Two of the most important rules for writing a good cover letter are that it should be grammatically correct and completely error-free.

A letter of application should create enough interest to make the potential employer want to look at your application in greater detail by reading your CV and hopefully invite you for an interview. Your application letter, however, should not contain too much detail about your experience and qualifications because that is the job of the CV.

A. Layout and style:

Sample Cover letter

Dear Mr Toumi,

Please find enclosed my CV in application for the post advertised on the website of your company.

The nature of my degree course has prepared me for this position. It involved a considerable amount of independent research, initiative, self-motivation, a range of soft skills as well as teamwork. During a 6-month internship at the European Investment Bank I gained first-hand experience in organizing large-scale internal and external events for employees and visitors.

I am a fast learner with a keen eye for detail and can adapt easily to new situations. During my internship I earned praise for my ability to multitask and prioritize. I would be very grateful for the opportunity to discuss the possibility of working with you. I have the enthusiasm and determination to ensure that I make a success of our cooperation.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely,

Myriam Djefal

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 Chan, 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:

- ✓ The full name of the person you are writing;
- ✓ Their title - Mr., Mrs., Miss, Ms, Dr, Professor, etc, and; All this information can be obtained by a quick phone call to the company. Remember, *never write Dear Miss W.*

¹ *Sample Cover Letter & Interactive Quiz*. (2015, January 15). EU English. Retrieved January 29, 2021, from <http://www.euenglish.hu/2016/01/sample-cover-letter-1-entry-level/>

Chan. 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 Chan, 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, you should use it consistently throughout the letter.

B. Structure of the letter:

Paragraph 1 should state clearly why you are writing and where you saw the job advertised:

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 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.

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 ...
2. I am currently a student at University 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 ...
3. My experience over the past two years has been at the managerial level, where I have had responsibility for ...

Paragraph 3 should say why you believe you are suited to the job and what you can offer 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.

- 1- I am currently working as a receptionist in ... The reason for my seeking a new position is
that I wish to pursue a secretarial career. Unfortunately, there are no openings for advancement in my present employment.
- 2- For the last two years I have been working as a receptionist in ... Unfortunately the company 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 .
- 3- 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...
- 4- I feel that my ability to ... will help/enable me to ...

Paragraph 4 should tell the reader when you are available for an interview and how to contact you.

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 ...
2. I am available for an interview at any time but would appreciate two days notice. I can be contacted on/at ...
3. I look forward to hearing from/meeting you soon.
4. As requested in the advertisement, I enclose a copy of my resume.
5. I look forward to meeting with you to discuss my application further. I am available.....and can be contacted on/at ...

Remember you might have to give a bit more detail than in the above examples. Also, it is sometimes useful to gather information about the company so that you know more about its background and policies. This may help you present yourself in the best light.

Activity 01: Complete the sentences with correct word.

advertisement	relate	requirements	define
interested	consider	current	resume
interview	position	available	superiors
experience	application		

Dear Sir or Madam,
Your(1)..... in "*The Time news*" for the current(2)..... as a teacher sparked my interest. Please find the details of my(3) for the position in the enclosed(4)..... and let me briefly explain how I can contribute to your department.

With over 15 years of(5) in teaching English and French in Paris, Norwich and Inverness, I believe my qualifications would match your(6).....

In my(7)..... position I manage a team whose main purpose is to find the best way to teach different languages to young pupils. My(8) and the students' parents have recognized that I have found an easy method which develops my students' skills.

I would.....(9)..... myself as serious and dynamic, I am able to.....(10)..... well to people and believe it is time for me to move to a university like yours in order to pursue my teaching career and to bring my best to your students.

If you are(10)..... or if you have any questions I am(11) for a recruitment.....(12).....

I thank you for taking the time to(13) my resume and I am looking forward to hearing from you soon.

Yours faithfully

Keys

- 1)advertisement 2)position 3)application 4)resume 5)experience
6)requirements 7)current 8)superiors 9)define 10)relate
11)interested 12)available 13)consider 14)interview