

Letter of Application

The letter of application should be brief, plus a one to two page resume is perhaps the most common way of applying for employment. Type on A4 paper and follow the layout below.

1. Your address
2. Date
3. Employer Name
Title
Address
4. Re- Reason for letter
5. Dear "Name of Employer". It is always a good idea to phone up and find out the person's name if it is not listed in the ad.
6. Opening paragraph. This should be brief outline of why you are applying.
7. Your present situation
8. Your suitability for the position
9. Draw attention to the attached resume
10. A brief note of thanks and hint at your anticipation of a response from the employer.
11. Yours sincerely,
12. Your signature
13. Printed name (which should be the same as your signature)
14. Enc (Resume enclosed)

See example of 'Cold Canvassing' letter