

**Advanced 3**  
**Unit 5 Writing**  
**Presented by Mohammad Rajabpur**

## **Writing Application Letters**

### **Tips for Writing an Effective Application Letter**

**Always write one.**

Unless a job posting specifically says not to send a letter of application or cover letter, you should always send one. Even if the company does not request a letter of application, it never hurts to include one. If they do ask you to send a letter, make sure to follow the directions exactly (for example, they might ask you to send the letter as an email attachment, or type it directly into their online application system).

**Use business letter format.**

Use a formal business letter format when writing your letter. Include your contact information at the top, the date, and the employer's contact information. Be sure to provide a salutation at the beginning, and your signature at the end.

**Sell yourself.**

Throughout the letter, focus on how you would benefit the company. Provide specific examples of times when you demonstrated skills or abilities that would be useful for the job, especially those listed in the job posting or description. If possible, include examples of times when you added value to a company.

**Note**

Numerical values offer concrete evidence of your skills and accomplishments.

**Use keywords.**

Reread the job listing, circling any keywords (such as skills or abilities that are emphasized in the listing). Try to include some of those words in your cover letter. This will help the employer see that you are a strong fit for the job.

**Keep it brief.**

Keep your letter under a page long, with no more than about four paragraphs. An employer is more likely to read a concise letter.

## **Proofread and edit.**

Employers are likely to overlook an application with a lot of errors. Read through your cover letter, and if possible, ask a friend or career counselor to review the letter. Proofread for any grammar or spelling errors.

Example:

Elizabeth Johnson  
12 Jones Street  
Portland, Maine 04101  
555-555-5555  
elizabethjohnson@emailaddress.com

August 11, 2020

Mark Smith  
Human Resources Manager  
Veggies to Go  
238 Main Street  
Portland, Maine 04101

Dear Mr. Smith,

I was so excited when my former coworker, Jay Lopez, told me about your opening for an administrative assistant in your Portland offices. A long-time Veggies to Go customer and an experienced admin, I would love to help the company achieve its mission of making healthy produce as available as takeout.

I've worked for small companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temp workers by implementing a self-scheduling system for the customer service reps that cut down on canceled shifts. I also learned web design, time sheet coding, and perfected my Excel skills.

I've attached my resume for your consideration and hope to speak with you soon about your needs for the role.

Best Regards,

*Elizabeth Johnson*

Sources:

[How To Write a Job Application Letter \(With Examples\) \(thebalancemoney.com\)](#)

[Advanced 3 \(anglophone.ir\)](#)