
JOB APPLICATION LETTERS

1. INTRODUCTION

A letter of application, also known as a cover letter, is a document sent with your resume to provide additional information on your skills and experience.

A letter of application typically provides detailed information on why you are qualified for the job you are applying for. Effective application letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences.

Your application letter should let the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

When writing an application letter you should include:

- **First Paragraph:** Why you are writing - mention the job you are applying for and where you found the listing.
- **Middle Paragraph(s):** What you have to offer the employer - mention why your skills and experience are a good fit for the job.
- **Last Paragraph:** Say thank you to the hiring manager for considering you and note how you will follow up.

2. USEFUL EXPRESSIONS

- I was referred to you by Mr. Zhang, a Partner with your Beijing office, who informed me that the Shanghai office of your company is actively seeking to hire quality individuals for your Auditor Program.
- I'm writing to express my interest in the Web Content Specialist position listed on Monster.com.
- I have more than two years of accounting experience, including interning as an Auditor last year with the Beijing office of CCCC.
- My studies have included courses in computer control and management and I designed a control simulation system developed with Microsoft Visual InterDev and SQL Server.
- I can work with web engineers to resolve technical issues and implement technical enhancements, work with the development department to implement design and functional enhancements, and monitor site statistics and conduct search engine optimization.
- Please call me at 136001216901 to arrange a convenient time when we may meet to further discuss my background in relation to your needs. I look forward to meeting you then.

3. TEMPLATE

Sample

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email Address

Date

Contact Name

Title

Company

Address

City, State, Zip Code

Dear Mr./Ms. Contact,

For the past ten years I have followed your career through news events, interviews and web research. Your dedication to the Fourth Estate and your understanding of the important role journalists play in today's fast-paced information highway, coupled with your belief in the power of the press is exemplary.

I have had the privilege of honing my journalistic abilities on three widely different publications. When I left college, I immediately went to work for the typical small town newspaper and learned all aspects of getting the paper to the people in a timely manner. I then moved to regional manager for a media corporation composed of small to mid-size newspapers in the Midwest. In my current position, I am Chief Correspondent for one of the largest newspapers in the southwest.

I would like an opportunity to visit with you to get your insight and suggestions on where my skills and abilities would be of the greatest value to the ABD Company, and to inquire about possible job openings with the company.

I will call your office to set a convenient time. I do look forward to meeting you.

Sincerely,

Your Name