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**Introduction**

An application letter is said to be good if the words used in the letter are polite and genuine. There should not be any negative phrases or words in the letter.

**Good Application Letter Tips**

The following tips will help you to write a good application letter:

* As it is a formal letter, the language used should be simple, precise and easy to understand.
* The content of the letter should be straightforward and short. But it should contain the necessary information and convey the same to the recipient.
* The purpose of the letter should be mentioned in the first paragraph.
* There should be clarity of thought in the letter.

Sample Good Application Letter

To

Sunil Saxena,

78, University Road,

Powai,

Mumbai

24th September, 2013

Subject: application letter

Dear Mr.Saxena,

I came across your advertisement in Times of India newspaper dated 20th September, 2013 regarding a vacancy in your organization. It is for the post of marketing executive in your company.

I have a management degree and experience in marketing for two years. Currently I am working in Star enterprises as a marketing executive.

I am aware of the reputation your company has in the industry. I want to be a part of this esteemed organization. Apart from academics, I am good at sports and extracurricular activities. I am sending copies of all my certificates I got in several competitions.

If given a chance to work in your company, I shall try to put in all my efforts and be a partner in the success of the company.

Looking forward to a favourable response from you,

Thanking you,

Yours Sincerely,

Rajeev Shukla

# Good Application Letter Template

# To,

# \_\_\_\_\_\_\_\_\_\_ (employee’s name)

# \_\_\_\_\_\_\_\_\_\_ (employee’s address)

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# From:

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your name)

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your address)

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date \_\_\_\_\_\_\_\_\_\_ (date of writing letter)

# Dear Mr. /Ms\_\_\_\_\_\_\_\_\_ (name of the concerned person),

# I have come across your advertisement regarding the post of ………………..(mention post) in\_\_\_\_\_\_\_\_\_(mention where you saw the advertisement) dated\_\_\_\_\_\_\_(mention date of advertisement).

# I am a graduate in…………..(mention subjects) from \_\_\_\_\_\_\_\_\_\_\_ University (name). Currently I am working in ………………….(name of current employer) as a …………………..(designation). I have around\_\_\_\_\_ years of work experience.

# My qualification and experience are suitable for the post you have advertised. Along with academics, I have been participating in various sports and extracurricular activities. I am sending copies of the certificates I received in recognition of my talent. I have attached work experience certificate as well.

# Your company has good reputation in the industry and I want to be a part of this esteemed organization.

# Please verify all my certificates and inform me in case I am suitable for the position. If given a chance to work in your company, I shall put in all my efforts for the benefit of the company.

# Looking forward to hear a positive response from you,

# Thanking you,

# Yours Sincerely,

# \_\_\_\_\_\_\_\_\_\_\_ (Your name)

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