

GOOD APPLICATION LETTER

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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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