

# Letters.org

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## JOB APPLICATION LETTER

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## Introduction

Writing a job application letter requires skill. There is tough competition in every field and only the person who knows to “sell” himself/herself gets the job. Though the number of jobs has also increased in the recent past, the number of candidates applying for various jobs has also increased.

Sending a resume is not sufficient to sell talent. Along with the resume, a job application letter should also be sent. The gist of the resume is presented in the job application letter. Any salient qualities can be highlighted in the job application letter. Such qualities may be inherent and need have been acquired through training or any course.

The letter should always be short with all necessary information. It should give positive opinion about the individual. The information given in the job application letter should not be repetitive.

## Job Application Letter Tips

The following tips will be useful in writing a job application letter:

- A job application letter should be sent along with the resume.
- Instead of handwritten application, typed application will be more impressive.
- The language should be simple, clear and easy to understand.
- Details of current profile also should be updated in the job application letter.

## Sample Job Application Letter

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ ( your address)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ ( address of the person the letter is addressed to)

Date: \_\_\_\_\_ ( Date of which letter is written)

Subject: Application for the post of senior customer service representative

Dear Sir/Madam,

This letter is in response to the advertisement in newspaper dated 20th August,2013 for the post of senior customer service representative.

I am a graduate degree holder in finance and have three years of experience as a customer service representative in Dell, one of the prominent companies in the industry. I handle complicated and irate customer calls and also train new employees to handle various types of customer calls.

Right now I am pursuing MBA in the evening college. I am a dedicated, hard working and sincere worker. I enjoy team building activities and like to be a part of a team. I have been exposed to good working environment and understand the value of time and commitment. if I a selected by your organization, I shall put in my best efforts and contribute for the good performance of the company.

I am enclosing my resume for your perusal.

Thanking you,'

Best Regards,

Thomas

## Job Application Letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ ( your address)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ ( address of the person the letter is addressed to)

Date: \_\_\_\_\_ ( Date of which letter is written)

Subject: Application for the post of..... (post applied for)

Dear Sir/Madam,

This is in response to your advertisement in.....(name of the newspaper), dated.....for the post of.....(mention the designation)

I am.....(details of educational qualification) and have.....(years of experience) in various companies like.....(names of companies). At present I am working as.....(current designation) in.....(name of the company).

I am a sincere, committed and hard working person. If I am selected by your company, I shall put in my best efforts.

Thanking you,

Yours Sincerely,

..... (Your name)

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