

JOB APPLICATION LETTER FORMAT

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Introduction

Job application is written by a job seeker while applying for different jobs. This letter gives an impression about the applicant and hence care should be taken while drafting the letter. It should give a gist of the resume and any other information which is not mentioned in the resume can be covered in this job application letter.

Job Application Letter Format Tips

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

- It is formal in nature and the words and phrases should be carefully chosen.
- The language should be simple and easy to understand.
- The letter should be precise and short. But at the same time it should contain all necessary information.

Sample Job Application Letter Format

To

The Recruiting Manager,

General Electricals,

Uppal Road,

Hyderabad

10th October, 2013

Dear Sir/Madam,

This letter is with reference to your advertisement in Times Newspaper dated 28th September, 2013 for the post of onsite engineer. I am interested to apply for this job.

I am a graduate in Civil Engineering from Osmania University, Hyderabad. Currently I am working with a private firm as a civil engineer.

I am looking for better opportunities and find your job profile interesting. Your company has reputation in the industry as one of the best employee friendly organizations. I want to be a part of this esteemed organization.

I am sending my resume and all other certificates for your perusal. Please inform me through email or call me on the number given in the resume if I am short listed for the interview.

Looking forward to hear from you,

Thanking you,

Yours Sincerely,

Rajeev Challa

Job Application Letter Format 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.

I am sending all my certificates including resume for your perusal. Please inform me through email or
call me on the telephone number given in the resume if I am short listed.

Your organization has good reputation in the industry and I want to be a part of this esteemed organization. If I am selected, I shall put in all me efforts and become an asset to the organization.

Looking forward to hear from you,

Thanking you,

Yours Sincerely,

_____ (Your name)

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