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Letters.org

**Introduction**

Since a request is made through an application, the tone of the letter should be polite. It should be impressive and contain all necessary information.

**Solicited Application Letter Tips**

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

* As all applications come under formal letters, the words and phrases should be carefully chosen.
* The language should be simple and easy to understand.
* The content of the letter should be short and straightforward.

Sample Solicited Application Letter

To

The Recruitment Manager,

Tata Steel Industries,

Jamshedpur

1st October 2013

Subject: Job Application

Dear Sir/Madam,

This letter is in response to your advertisement in Times Newspaper dated 28th September, 2013 for the post of a mechanical engineer in your company. I am interested to apply for the job.

I am a graduate in mechanical engineering and currently I am working with Sesco Company, Bhilai. I have two years work experience in this job. Along with academics, I am good at sports and other extracurricular activities. I am sending my resume and copies of all relevant certificates. Please verify them and let me know if I am considered for the post. My experience and qualification are suitable for the post you have advertised for.

Please inform me through email or call me at 9987678967. If I am selected, I shall put in all my efforts to excel in the job.

Looking forward to hear from you,

Yours Sincerely,

Naveen Kumar

# Solicited 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 seen your advertisement in \_\_\_\_\_\_\_\_\_\_\_\_\_ (state place) dated\_\_\_\_\_\_\_\_\_ for the post of …………….(mention post). I am interested to apply for the job.

# I have a graduate degree in …………………..(mention subjects) and currently I am working in a private firm as ……………..(mention job profile). I have around …………………..years of work experience in this job.

# I am looking for better prospects to work and your company is one of the best employee friendly companies in the industry. I will be happy to be associated with your company.

# I am sending all my certificates for your perusal. Please verify them and let me know if I am suitable for the position. If I am selected, I shall put in all my efforts and excel in the job.

# Looking forward to hear from you,

# Yours Sincerely,

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

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