

FORMAL LETTERS - LETTER OF APPLICATION FOR A JOB

paragraph 1: explain which job you are applying for and how / where you heard about it

paragraph 2: briefly describe your most relevant qualifications and / or experience

paragraph 3: explain why you are interested in the position and why you think you would be suitable for the position

paragraph 4: say that you can supply some documentation (such as c.v. and references) + how you can be contacted and / or when you are available for interview

- I have seen your advertisement for a job as... and I would like to apply.
- I am writing (to enquire) about / in regard to your newspaper advertisement in ... concerning your need for a ...
- I am writing to apply for the position / job of ...advertised in...
- I am writing to you in response to your advertisement for the position of...
- I would like to be considered for the position of...
- I would like to apply for the position of ... at ... as advertised in ...
- As for my work experience, I have been...
- I would like to point out... / ...and believe I possess the right combination of...skills.
- I believe that I have the qualifications, experience and enthusiasm that you are looking for.
- My unique mix of previous work experience and my status as a Stetson University student in, make me an ideal candidate for ...
- My experience in, combined with my courses in ... have convinced me that ... is a career option I would like to explore.
- I have the maturity, skills, and abilities to embark on a career in, and I'd like to do this in
- Following a work experience program in September last year, I have become very interested in ...
- Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.
- I am confident that I possess all the necessary qualifications for the position...
- Perhaps I am the "multi-talented" you seek in your advertisement in ... I'm a versatile ...I have the solid ... experience you specify as well as the strong computer skills you desire.
- My outgoing personality, my experience as..., and my recently completed education make me a strong candidate for a position as ... for...
- When I read your advertisement for a ...on ..., I couldn't help noticing how well your requirements align with my experience, education, skills, and background.
- Your advertisement on ... for a ... fits my experience and qualifications perfectly, and I am writing to express my interest in and enthusiasm for the position.
- I believe my broad-based scientific knowledge / educational background in .../ leadership skills / and writing skills make me an excellent candidate for this position. / ...would enable me to make a strong contribution to your company.
- I am a 19-year-old student with determination and commitment.
- As for other personal qualities which might be useful in..., I am an organised and easy-going person / helpful / committed / creative / determined / enthusiastic / hard-working / reliable / good communicator / action-oriented / balanced / competent / conscientious / convincing / forbearing / assertive / courageous / loyal / efficient / patient / productive / results-oriented / self-reliant / forceful / I enjoy being with other people / I have a good sense of humour and plenty of energy / I have a good understanding of the needs of... / I am able to work under pressure / I have a very outgoing personality / I do not mind doing overtime / energetic / cheerful / I am a dedicated and driven professional / versatile / practical / go-ahead / enterprising / resourceful / I don't lack enterprise (spirit of enterprise / resourcefulness)
- Useful skills: cooperation (cooperative) / dependability (dependable) / communication skills / personality / adaptability (adaptable) / consistency (consistent) / creativity / sense of duty
- I have been searching for an employment opportunity like this one that combines my education with practical experience in ...
- I can offer a variety of skills that can be developed to meet your specific needs in the future. In particular, my successful use of Lotus 1-2-3 and dBase software in my research project demonstrates how quickly I can learn new data processing systems.
- Since yours are the same business ethics I strive for personally, I can think of no better learning environment than joining an organization such as yours.
- My current position as... has provided the opportunity to ...
- My high degree of motivation has been recognized by my previous employers who have quickly promoted me to positions of greater responsibility.
- While my enclosed resume provides a good overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills: ...
 - Ability to coordinate and oversee the work of subordinates.
 - Ability to strategically plan, develop and implement programs and operations toward achievement of team's mission, goals, and objectives.
 - The analytical skills to perform needs assessments, evaluate current programs, and initiate changes or adjustments to current systems and improve operations.
 - Problem-solving and decision-making abilities.
 - Interpersonal and communication skills
- I have enclosed a copy of my resume for your review.
- Enclosed / Attached is a resume / summary, which will give / provide you additional information / more details on my background and qualifications. / ...and copies of my references.
- Mr. Craig, my present director, will certainly give / would be willing to give you a good reference.
- The details of your advertisement suggest to me that the position will involve many of the same responsibilities that I am currently performing.
- I have attached my personal résumé, which outlines details of my education, experience and personal information.
- Enclosed you will find ... Please find enclosed... I am enclosing... You will find enclosed with this letter a copy of my resume which provides a much more detailed description of my education and employment history.
- As you can see from my enclosed resume, my experience and qualifications match this position's requirements.
- During, I improved (furthered, extended, etc.) my knowledge of...
- I am excited by an opportunity such as the one you advertised, and I believe I would be a creative and energetic asset to...
- I will be available to come in for an interview at any time convenient to you. / I am ready to meet with you at your convenience. / I can be contacted at home on 661098 / at the address above or on ... / I can be reached by phone between 9:00 a.m. and 6:00 p.m. at (513) 545-1098.

- I would welcome the opportunity to personally discuss my potential contributions to your company with you. / I am sure that it would be worthwhile for us to meet.
- I would welcome a chance / any opportunity to talk further with you about the position you are seeking to fill. / .. to meet you and discuss about my qualifications for working at...
- I look forward to an opportunity to speak with you in person. (OR to speak with you personally) / I look forward to having the opportunity to further discuss my qualifications with you.
- If you agree that my qualifications are a close fit to your needs, I would be delighted to meet with you personally to discuss about...
- I am eager to talk with you about the contribution I could make to your firm.
- I would greatly appreciate an interview to discuss at greater length the contributions I could make to your team.
- I will contact you within a week to arrange a meeting. Should you have any questions before that time, you may reach me via phone (386-555-2922) or via email (christina@stetson.edu).
- I will follow up this letter with a phone call to see if I can arrange a time to meet with you.
- Please do not hesitate to contact me if you require any further information.
- I hope you will consider my application favourably. / Your consideration is greatly appreciated.
- I look forward to your reply. / I look forward to hearing from you.
- Thank you in advance for your kind attention. / Thank you for taking the time to review my application.

Dear Mr. Frommer,

I would like to be considered for the position of a Legal Assistant specializing in Port Regulatory Law, which appeared in the Seattle Times on Sunday, June 15. As you can see from my enclosed resume, my experience and qualifications match this position's requirements. I especially would like to point out that I graduated Cum Laude from The University of Tacoma and was hired directly upon graduation due to my expertise in port authority regulations.

During the four years that I worked for Shoreman and Co., I furthered deepened my knowledge of the fast changing regulatory laws in our state. My employer also thought highly enough of my abilities to promote me to head legal researcher after my first year of employment.

I look forward to an opportunity to personally discuss the position with you. I will call you within the next five days to arrange an interview.

Yours sincerely,

Dear Mr Cheng,

I am very interested in the post advertised in the Careers Education and Placement Centre at the University of Hong Kong. I attended a recruitment talk given by one of your colleagues at the Centre and this experience convinced me that I very much wanted to put to work for your company the executive, analytical and team working skills that I have developed at University. I feel that as you begin the second phase of your expansion into China, this would be a particularly exciting time for any new recruit to be making a contribution to your company.

I will graduate in June of this year with a Bachelor of Arts degree, majoring in Renaissance Art. Before I began my degree, I knew very little about this subject but by managing my heavy learning load efficiently and doing extra work to improve my written communication skills, I succeeded in graduating in the top 25% of my year. I was also awarded a distinction and commended for the range and depth of research in my final year project. I brought the same level of commitment and hard work to the various student societies of which I was a member. The highlight of these extra-curricular activities was my election as Chairman of the Dance Club.

During vacations I had several jobs but the one I found most challenging was working for a small toothbrush manufacturer. It was here that I developed my enthusiasm for a career in marketing and put my skills as an analyst and communicator to good use. I took part in several successful direct mail marketing projects similar to the one your company carried out last April for Cathay Pacific and learned a great deal about the business world in a very short space of time.

I am available for interview at any time except between the 29th April and the 27th May when I sit my final examinations. I look forward to hearing from you and to having the opportunity to discuss my application with you.

Yours sincerely,

Dear Sir/Madam,

I have seen your advertisement in yesterday's *Corriere della Sera* for a foreign correspondent in your office in London and I wish to apply for the post. I am twenty-three years old and single. I graduated from Liceo Scientifico "B. Rosetti" in S. Benedetto del Tronto (AP) five years ago. After that I attended a course in Business English in London, and I spent five weeks in Munich to practise my German.

For the past three years I have been working in the Export Department of Bergamont S.p.a., a local dairy company, where I deal with the foreign correspondence in English and German.

As my present job seems to offer no career prospects, I would like to move abroad and widen my experience.

Mr Rossi of Bergamont Spa, who has known me for over four years, has agreed to provide any references you may need.

I hope you will consider my application favourably, and look forward to hearing from you.

Yours faithfully,

Dear Mr Hayes,

I am writing in response to the vacancy for project manager advertised in today's edition of the *Coventry Herald*. I have recently completed a BA in History at the University of Warwick, and am keen to enter the world of heritage management.

I would welcome the opportunity to utilise the knowledge and experience I have gained from my formal studies and through my responsibilities for the university history society. My work experience over the past few summers at The Georgian House and Whithorn Priory Visitor Centre has reaffirmed my interest in this field of work and helped me to develop an ability to communicate historical knowledge with enthusiasm.

During the last four years at university I have planned and managed my time to achieve a good balance between my studies and maintaining other interests. A four-day course on project management held by my department, enabled me to develop my leadership skills and increased my awareness of the dynamics of small and medium-sized businesses.

A year abroad, and my extensive travelling experiences, have offered me opportunities to adapt to new environments. I have learned how important it is to be flexible and make use of my own resources.

I am available for interview at any time in the coming weeks, and am available for work from the end of June. I look forward to hearing from you.

Yours sincerely,