**Application Letter**

**What is Application Letter?**

In another word, an application letter is also called as a cover letter. It is considered to be the important document which you can send with your resume. In this document, you **can add information related to your skills and experiences. This letter basically gives the reason to the employer to appoint you because it states your qualification for the particular job.**

Many people think it to be the waste of time. **Writing tailor made application letter is not the waste of time but it can add more value to your resume**. **In this letter, you can explain to your employer that you can be a great asset to the team in order to perform a particular tas**k. This letter can open the door of employment for you if you perfectly highlight your skills.

**In such letter, let the employer know the position for which you are applying. The aim of your letter should be that you are called for an interview. It is said to be the first correspondence which you will have with an employer. Employer finds it easy to judge the applicant with the assistance of this letter.** Competition is tough and so it is important for your application to stand out.

## Job application cover letter basics

The job application letter format should be short and succinct. It may possibly contain four or five paragraphs which **could be** structured as below:

1. ***Opening paragraph:***   The opening paragraph is an introduction. It will state which job you are applying for and possibly where you saw any job advertisement. It may also state that the CV is enclosed.
2. ***Second paragraph:***  This section of the job application cover letter can be used to explain why you are applying detailing what particular experience skills or reasons you have that would make you suitable for the job
3. ***Third paragraph:***  This paragraph can be used to explain why you would be of particular value to the company, and give them a reason for taking your application further.
4. ***Closing paragraph:***   This section can be used to state when you would be available to be contacted and interviewed, detailing any times when you may not be available.

As part of the standard letter format, your address should be at the top right hand corner of the letter. It may also be necessary to include a relevant telephone number here.

**Things to Include in Your Application Letter**

First Step is Preparing Your Letter

* It is important for you to get familiar with the requirements of the job application. You **can get familiar when you know the set of requirements and set of your skills. Correlate requirements as well as your skills and mention them effectively in your job application letter.**
* Don’t forget to add contact information on the top of the letter. This can make it easy for a prospective employer to get in touch with you when needed. You can include details like name, address, phone number, email address, LinkedIn profile details etc.
* In this letter, it is important for you to add the company related information. Name of the employer, job title, company name, address etc. can be added in your job application letter. Writing contact information of the company can allow an employer to now that you are actually interested in the job offer.
* Never address your letter in a way like, “To Whomsoever It May Concern”. It is important to address the letter to the right person.

Second Step is Writing Your Letter

* The first paragraph of your letter should always be engaging. You can add strong and declarative statements. In short and specific manner, you can write the reason that attracted you towards a particular job.
* It is important for you as a candidate to know the details about the post for which you planning to apply. Inquire about the company and find out if you know anyone in the company. It is always good to have a reference. It is important for you to mention the source from where you found the job application in your letter. The source can be anything like newspaper advertisement, job site, any particular employee reference etc.
* State the benefits of hiring you as a new employee for a particular task. Mention the accomplishments that you have achieved before but only if it is related to the job that you are applying now.
* In the second paragraph, you need to mention your skills that can show your strength and experience. Look at the skills that you have mentioned in your CV and describe briefly about it in your job application letter.

Third Step is Finishing Your Letter

* End your letter by summarizing, in short, that why you are the perfect candidate for a particular job position.
* Conclude the letter by thanking your employer or hiring manager and show your interest in further conversations or interviews.

Fresher’s Job Application

To,

From:

Date

Dear Mr. /Ms\_\_\_\_\_\_\_\_\_\_\_\_ (name of the concerned person),

I saw your \_\_\_\_\_\_\_\_\_\_\_\_\_ advertisement in\_\_\_\_\_\_\_\_\_ newspaper for the recruitment of trainee associates on\_\_\_\_\_\_\_(mention source). My profile matches exactly with the requirements you have mentioned in the advertisement.

I have done my graduation from\_\_\_\_\_\_\_\_\_\_(mention college/institute). Along with academics, I was good at sports and extracurricular activities as well. I am sending copies of all my certificates along with my resume. I hope you consider me for this position and give me a chance to attend the interview.

If I am selected, I shall put in all my efforts to serve the organization. Though I am a fresher, I can live up to your expectations by way of my hard word and commitment. Please send me details of the interview and group discussion. I hope I will be shortlisted to attend the interview.

Looking forward to hear from you,

Thanking you,

Yours Sincerely

From:

Date

To,

Subject:\_\_\_\_\_\_\_\_\_\_

Dear Mr. /Ms\_\_\_\_\_\_\_\_\_\_\_ (name of the concerned person),

This letter is with reference to your advertisement for the post of \_\_\_\_\_\_\_\_\_\_(specify post) in your company. I am interested to apply for the post.

I have a graduate degree in \_\_\_\_\_\_\_\_(specify subject) from \_\_\_\_\_\_\_\_\_\_University (name of the university) in the

Year \_\_\_\_\_\_\_\_. Later I worked in \_\_\_\_\_\_\_\_\_\_ (name of the company) at\_\_\_\_\_\_\_\_\_\_(place) as a trainee for a period of \_\_\_\_\_\_\_\_\_\_ (duration).

I am looking for a better place to work, and I find your company impressive. Your company has the reputation of being an employee-friendly organization. I want to be a part of this esteemed organization.

Please inform me if I am shortlisted for this post through email or call me on the contact number given in the resume.

Looking forward to hearing from you,

Thanking you,

Yours Sincerely,

To

Dear Sir/Madam,

This letter is concerning your advertisement in Times Newspaper dated 28th September 2013 for the post of onsite engineer. I am interested in applying 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 a 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 shortlisted for the interview.

Looking forward to hearing from you,

Thanking you,

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_

**Application Letter Writing Tips**

In order to write strong letter of application, it is important for you to follow below-mentioned tips:

**Always write application letter**

Yes, it is always advisable to write an application letter until and unless the employer specifically does not mention details related to not sending such a letter. In the case, when a company does not ask for application letter but also does not offer any kind of restrictions, then in such scenario you should definitely send your application letter. Emailing such a letter is also a considerable option.

**Make use of business letter format**

If you want to make such letter effective, then make use of business letter format. Friendly letter format is strictly not allowed. In business letter format, you should always add contact information at the top. Don’t forget to add salutation at the beginning and signature at the end.

**Mention your skills and abilities**

Understand that in such a letter, you are selling yourself. So it is important to mention your skills and abilities in detail but without exaggerating. See to it that skills you mention can benefit the company. If required, you can also add numerical values to your accomplishments.

* Write the letter on a good quality of paper.
* It is suggested to avoid using flowery language.
* Check spelling errors.
* Don’t write a letter that is too long.
* The typed or computer-generated letter is always preferable.

**RESUME SHOULD INCLUDE**

Education

Skills

Certification

Experience

References

**RESUME**

**Personal Details**

|  |  |
| --- | --- |
| Name |  |
| Gender |  |
| Date of Birth |  |
| Address |  |
| Mail ID |  |
| Phone No |  |

**Educational Background / Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Exam/Degree | Board/ University/  Agency | Year of Passing | Percentage |
| NET/SLET |  |  |  |
| PhD |  |  |  |
| MSc |  |  |  |
| BSc |  |  |  |
| XII |  |  |  |
| X |  |  |  |
|  |  |  |  |

**Certification**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Agency | Year | Percentage |
| NCC |  |  |  |
| SCOPE |  |  |  |
| Computing/ Java/Oracle/C++ |  |  |  |
| Add-On Courses |  |  |  |

**Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Position | School/college/ | Responsibilities | Duration |
|  |  |  |  |
|  |  |  |  |

**Skills**

|  |  |
| --- | --- |
|  | Communication Skills |
|  | Computer Skills |
|  | Team Building |
|  | Analytical Skills |
|  | Debating…….. |

Achievements (Academic/ sports/Cultural)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Event | Position | Level(State/National/ District/University | Agency |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

References( If Asked)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Position | Organization & Address |
|  |  |  |  |
|  |  |  |  |