

## **Application Letter Preparation**

The role of the application letter is to ensure the resume gets read by the employer, is tailored specifically to the job role and clearly highlights why the candidate's skills and experience are a good match for the role.

Application letters are generally one A4 page in length, use standard fonts and formatting similar to the resume and should include the date, name of the position and the candidate's name and contact details, including phone number and email address.

An effective application letter should follow this process:

1. Refer to the key words used in the employer or recruiter's position description at the beginning of the letter.
2. Personalise cover letters using the recruitment consultant or employer, manager or supervisor's name, title, company name and address at the top of the letter.
3. Use clear, simple language and include the job title; be confident in your opening paragraph.
4. Use the first three or four paragraphs to indicate how your experiences and career achievements match the job.
5. The final paragraph should bring the letter to a close and indicate your interest in meeting the employer and joining the company. Highlight what you can do for the potential employer, not what the employer can do for you.

**SAMPLE APPLICATION LETTER**

Type your address here



24 Louis Street  
Greensborough 3088

November 1, 2012

**Ms. Margaret Rodrigues**  
**Training Manager**  
**Concepts Health**  
**163 Operations Road**  
**HEIDELBERG VIC 3088**



Type the contact details of the person you are sending the letter to here

Dear Ms. Rodrigues,

I am applying for the position of Health Trainee advertised in The Age on October 27<sup>th</sup>, 2012.

I will be completing my secondary schooling at Banyule Nillumbik Secondary College in November and am looking for full time employment.

I have successfully completed the Intermediate Victorian Certificate of Applied Learning program and the Certificate III in Allied Health. As part of my Certificate I completed a structured workplace learning placement at the Banyule Aged Care Facility. I found this work so satisfying that I continued to work voluntarily at the Facility assisting with the aged care clientele. This work has confirmed my desire to work in the health industry, a caring industry where I can help others.

My work experience and my training in Allied Health have given me the necessary skills to succeed in this position. I am fully committed to the health industry, an enthusiastic team member and have strong communication skills all of which would make me a valuable employee at your hospital.

Please find attached a copy of my resume with two references. I hope you will provide me with the opportunity for an interview when I can elaborate further on my application.

Change the body of the letter to match your skills and the job you're applying for

Yours sincerely



Sign your letter here – you do not need to add your contact details as they will be on

Chris James



Type your name here

Encl



encl means enclosed i.e.: there are extra documents being sent with your letters such