**Job 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 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.**

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.

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 know 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.

**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

Testimonials

**Rajan Mehta**

**Mobile:** +91-98XXX-XXX23

**E-mail:** this@example.com

**Address:** 123, PQR Road, City, State, India

**PROFILE SUMMARY**

Ambitious and self-esteemed engineering fresher who is capable of applying technical skills for the improvement of the company. Improved my web development skills with the help of graduation in Computer Engineering and looking forward to work in a competitive environment that can boost my overall learning.

**EDUCATION**

* **B.Tech** from FGH Engineering COLLEGE in 2019 (CGPA 8.23/10)
* **10+2** from ABC Institute in 2015 with 72%
* **10th** from ABC Institute in 2013 with 79%

**TECHNICAL SKILLS**

* **Database:** Php Mysql, SQL Server, Oracle
* **Applications:** Frontpage, MS Office, Dreamweaver
* **Servers:** Apache, Tomcat
* **Languages:** Php, SQL, C, C++

**INTERNSHIP**

Web Development Trainee

* **Company**: EFG Tech, City
* **Project Title**: Hospital Management System
* **Duration**:  6 Months

**MAJOR PROJECTS**

* Hospital Management System
* Tech Blog

**CERTIFICATION COURSES**

* Web Development Using PHP
* Java Programming & Data Structures
* Software Quality Testing

**Strengths**

* Punctuality
* Adaptability
* Working under pressure

**PERSONAL DETAILS**

Date of Birth: 19/09/19XX

**Languages Known**

* English
* Hindi

SAMPLE LETTERS

From

………………………..

………………………

……………………….

Date:

To

…………………………

…………………………

…………………………..

Sub: Job Application letter for the Post of………………………

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 opportunities to grow and I find your job profile interesting. Your company has a reputation in the industry as one of the best growth oriented and employee friendly organizations. I would be privileged to be a part of this esteemed organization.

I am enclosing 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,

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

**Job application for college professor**

Subject: Application for Assistant Professor of {Subject}

Dear Sir/Ma’am,

I am writing in response to the post on your college website declaring vacancies in the (Subject) department. Please consider this as my application for the same.

I have completed my Masters in (Subject) and cleared the NET/SLET in {year}. I am currently enrolled in the MPhil programme in {Name of University} and aim to pursue a PhD after this. I have also previously held guest lecturer positions in colleges of the University and I am comfortable teaching most of the papers in the undergraduate syllabus.

Please find attached my resume which has my academic history along with details of papers which I have presented and published in recent years. I am also attaching key documents in case they are useful for administrative purposes.

Sir, VP Science College is one of the oldest colleges in Gujarat and also one of the most reputed A Graded colleges which was ranked 61st in All India ranking in 2017. I would be honoured to work in this institution

Looking forward to an interview call from you.

Sincerely,

Your Name   
Ph: {Your Mobile Number

**RESUME**

**For Companies**

**Career Objectives: (Examples)**

* To secure a challenging **position** in a reputable organization to expand my learnings, knowledge, and skills.
* Secure a responsible **career** opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

**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/Company | 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 | Designation | Organization & Address |
|  |  |  |  |
|  |  |  |  |