

Writing a letter of application for an advertised vacancy

Before starting to write, find out as much as you can about the vacancy. You could ring the organisation for more details. They may be able to give you a job profile or description to help you to relate your skills and abilities to the position.

There are two ways of preparing a job application:

- ☐ A covering letter with a resume; or
- ☐ A letter containing full details

You will need to decide which is the most suitable for your situation. When you have decided:

1. Address the letter as stated in the advertisement; usually either to the Personnel officer, manager, or the person named as the contact.
2. Keep the letter short and to the point, usually one page plus a resume, or two or three pages for a letter only. Say why you are interested in this job and point out how your qualifications, abilities and experience will enable you to carry out the duties of the position. This means drawing the employer's attention to the parts of your qualifications and experience, which relate to the job.
3. If you send copies of resumes or references, refer to them in your letter.
Don't send originals.
4. End your letter by saying that you look forward to being able to discuss your application in more detail in an interview. If you address your letter to a person by name, the letter should end 'Yours sincerely' followed by your signature, with your name printed underneath. If you address your letter to 'Dear Sir/Madam' then finish your letter 'Yours faithfully'.

Always check closing dates for applications and apply early.

(P.T.O.)

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Below is a sample letter you could use as a guide.

(Sample 1 letter)

68 Walker Street
Coorparoo 4151

10th March 2004

The State Manager
Brace-Cooper Plastics
GPO Box 886
BRISBANE QLD 4001

Dear Sir/Madam

I am applying for the position of assistant storeman/woman, advertised in the courier of 1st March 2004. I have had wide experience in this kind of work over a number of years.

My two years with Bluesteel Products (from 1985 to 1987) included 18 months helping the chief storeman with the control of over 400 engineering parts. This included duty at the storefront as sales clerk, handling enquiries from tradespeople and the general public. I learnt Kalamazoo (manual) accounts system.

In my recent position with the Coorparoo Council I was employed as a truck driver, but was also the relief storeman in the major yard at Outer Mowbray. Most of the goods handled were drainage materials for large-scale work, and included a variety of plastic piping and fittings for road/domestic plumbing connections. In the stores job I handled the paperwork for goods arrival, storage, loading and dispatch and helped in two stocktakes.

I am prepared to undertake training in computerised stock control if necessary.

I believe that my clerical accuracy, public contact experience and knowledge of piping and plumbing materials make me very suitable for your position.

Copies of my resume and references are attached. My contact telephone number is 567 8910. I am available for an interview at any time.

Yours faithfully

Bill Davis

(Sample 2 letter)

25 King Street
TOOWOOMBA QLD 4350

8th March 2009

The Manager
Elegant Boutique
15 Rodeo Drive
TOOWOOMBA QLD 4350

Dear Sir/Madam

I wish to apply for the position of Fashion Sales assistant, which you advertised in the Toowoomba Chronicle of 1st March 2009.

I am 17 and last year completed Year 11 at Mt Lofty State High School. I studied English, Social Science, Science, Mathematics, Home Economics, Speech and Drama and Garment Construction and Pattern Drafting. Details of my education are shown on the enclosed resume.

Since leaving school I have been employed part-time with ColeMart Stores. I enjoy sales work and dealing with the public. I design and make most of my own clothes and my teachers have commented favourably on my flair for colour co-ordination and fashion design sense.

I look forward to attending an interview and can be contacted on 82 1706 to arrange a convenient time.

Yours faithfully

Liz Reilly

Enclosure:

1. Resume – Elizabeth S Reilly