

## How to write a letter of application

Whether you are writing a letter of application in answer to a job advertisement or just searching for work that has not been advertised, the reason is the same - to get an interview! The letter of application is likely to be the first correspondence you will have with an employer on which he/she will be able to judge you. Competition for jobs can be tough and your job application needs to stand out. At times, employers may deal with hundreds of applications for the one position.

Application letters are an important part of the job package you send to the employer. Although your resume will necessarily outline your relevant work history, qualifications, dates and specific details about your job duties - the cover letter will generally contain more personal information and will include your motivations for seeking the position.

Cover letters are a useful way to 'fill in the gaps' that may be present if an employer was only to read your resume. For example, your cover letter can explain things like: interstate relocation, career change, periods of unemployment and other details that may be unclear from reading your resume alone.

Use **Quick tip 6 - Writing letters (page 93)** and **Checklist 3 - Positive skill words for job applications (page 86)** when writing job application letters to make sure you include all of the relevant information in a reader friendly format.



## Sample outline for cover letters

YOUR NAME  
YOUR ADDRESS  
YOUR TELEPHONE NO.  
YOUR EMAIL

DATE

MR EMPLOYER  
JOB TITLE  
COMPANY NAME  
COMPANY ADDRESS

**RE: POSITION TITLE AND POSITION REFERENCE NUMBER (IF APPLICABLE)**

Dear Mr Employer

**Paragraph 1** Explain the basic reason for the letter. What job are you applying for? When and where did you see the position advertised? When applying for a job that has not been advertised, state how you heard about the position.

**Paragraph 2** Briefly outline how your *technical and transferable skills* match the position. Refer to any relevant qualifications you may have and recent or prior employment experience that matches the role you are applying for. Demonstrate confidently that your skills are suitable to the requirements of the company. When applying for a job that has not been advertised, follow these same principles.

**Paragraph 3** Outline any further skills related to the position and how they are highly suitable to the role. Any knowledge of the company or business may be mentioned here, if appropriate. Mention you have attached a resume.

**Paragraph 4** Mention how your *personal skills* enhance and support your technical abilities and state that you would highly regard an opportunity to work for the company.

**Paragraph 5** State your availability for interview and include your contact number. For unadvertised positions, mention that you will contact them by a certain date to follow up your application.

Yours sincerely

*Your signature*

TYPE YOUR NAME

**Attachments: Resume and Academic Results**



## Examples

### Example letter of application for an advertised position: Mining industry

#### Your contact details

JOE BLACK  
2 WOMBAT CRESCENT  
PALMYRA WA 6156  
PHONE: 0400 000 000  
EMAIL: JOE@HOTMAIL.COM

#### Date

30 June 2011

#### Employer details

Tip: Try to include the person's name and ensure it is spelt correctly!

MS HEATHER JONES  
Supervisor - Gold Mine Site  
1 Diamond Way  
KALGOORLIE WA 6324  
Email: heather@goldminesite.com.au

#### Position details

Include job title and position number

RE: TRADE ASSISTANT – Position Number: 101A

#### Dear...

Always use 'Ms' for women unless you know they use 'Mrs'

Dear Ms Jones

#### Opening paragraph

Explains the reason for the letter

This letter is in application for the above position as advertised in the West Australian on Saturday, 25 June 2011 My interest in this role stems from my genuine desire to utilise my driving, labouring and trade assistant experience and embark upon a secure and long term career within the mining industry.

#### Second paragraph

Demonstrates you have the skills and abilities to match the job role, giving examples of technical and transferable skills

My employment background includes a solid and competent 10 year history in heavy combination-semi trailer truck driving, fabricating/boiler making and general manual labour. In addition, I possess trade qualifications in welding as well as various permits and certifications suitable for this position. Throughout my work history I have displayed excellent safety awareness which I believe to be crucial in mining industry. I pride myself on my commitment to safety and fatigue management.

#### Third paragraph

Outline any further skills related to the position and how they are highly suitable to the role

During my employment as truck driver and labourer for the Railway Corporation in Kalgoorlie WA, I was responsible for the safety of colleagues travelling in my Truck Cab. The nature of this job required working in remote, difficult locations and at times I had to make crucial decisions that involved the safety of our crew. Whilst employed as Truck Driver with TOLL Logistics, I abided by a strict Fatigue Management program set in place by both TOLL Logistics and the Roads Authority, to which I am proud I had no strikes against my name for unsafe practices.

#### Fourth paragraph

Outlines personal skills such as willingness, enthusiasm and 'fit with the team'. May refer to any attachments included, such as resume.

I am a quick learner and require minimum instruction to acquire new skills. These qualities give me the necessary attributes to succeed within mine site operations. In addition to my interest, qualifications and experience for the role, I am a highly responsible individual who is most suited to the mining environment. I have no hesitation with shift work and/or FIFO schedule. Please refer to my curriculum vitae and certificates attached.

#### Final paragraph

States you would welcome an offer of employment, outlines your availability for starting and for an interview.

I would genuinely welcome the opportunity of an offer to work for this company. I have recently moved to Western Australia from Queensland and am available for an immediate start. Please do not hesitate to contact me on 0400 000 000 for any further information and/or to arrange a personal meeting.

Yours sincerely

#### Salutation

The modern term used is 'Yours sincerely'

Joe Black

JOE BLACK  
Attachments: Resume and Copies of Certificates/Permits



## Examples

*Example letter of application for a position which has not been advertised: Administrative position*

### Your contact details

**MS CHANTELLE BROWNE**  
9/254 WHICHER TERRACE  
BUSSELTON WA 6280  
Phone: 0401 000 000  
Email: chantelle@hotmail.com

### Date

30 June 2011

### Employer details

Tip: Try to include the person's name and ensure it is spelt correctly!

**MR SMITH**  
MANAGER  
GEOGRAPHE FARM MACHINERY & SERVICES  
UNIT 3/548 PIONEER STREET  
BUSSELTON WA 6280

### Position details

Include job role you are seeking

**RE: POSSIBLE ADMINISTRATIVE VACANCIES**

### Dear...

Always try to obtain the person's name even if the job hasn't been advertised!

Dear Mr Smith

This letter is in anticipation of any Reception and/or Administrative positions which may arise within your business in the near future.

### Opening paragraph

Explains the reason for the letter

My interest in these roles stem from my genuine desire to continue working within an office administration environment. I have extensive experience in Data Entry, Financial Transactions, Accounts and Taxation duties, having over seven years employment history in this area. Throughout my work history I have displayed excellent organisational and teamwork skills which I believe are crucial working in an administrative capacity. This is supported by highly developed interpersonal skills and experience in liaising with a large range of clients and other relevant staffing personnel.

### Second paragraph

Demonstrates you have the skills and abilities to match the job role you are seeking, giving examples of technical and transferable skills

My employment background has primarily involved the following tasks: organisational duties, data entry, coordination of daily task management and staff supervision. Other relevant skills include strict adherence to security procedures, processing of client enquiries (over phone, electronically and in hard copy formats), stock control, maintaining accurate and efficient cash processing procedures, retail and hospitality industry experience and manual work. In my current role as Fleet Clerk for Farm Logistics WA, I am the assistant to the Fleet Controller and responsible for a wide range of logistical and data entry tasks using a variety of databases.

### Third paragraph

Outline any further skills related to the position you are seeking

In terms of my suitability for reception and administrative roles, I am a team player who forges good friendships with colleagues and consider myself to be well respected by those around me. As a person who has grown up in farming, I have considerable experience and understanding of farming machinery, plenty of mechanical experience and I relate easily with farming people. I have excellent customer service skills and am highly efficient with the use of computers in a wide variety of applications. Please refer to my resume attached.

### Fourth paragraph

Outlines personal skills such as willingness, enthusiasm and 'fit with the team'. May refer to any attachments included, such as resume.

My enquiries locally indicate that Geographe Farm Machinery & Services is a highly respected business, which takes pride in offering a high quality service to its customers. I would welcome the opportunity to be part of such a positive business servicing the rural community, hence this application to you seeking work opportunities. Please do not hesitate to contact me on 0401 000 000 for any further information and/or to arrange a personal meeting.

### Final paragraph

It is a good idea to outline some background knowledge of the company when applying for unadvertised positions. Also state your availability for an interview.

Yours sincerely

### Salutation

The modern term used is "Yours sincerely"

*Chantelle Brown*  
**CHANTELLE BROWNE**  
Attachments: Resume