



GUIDE TO WRITING A JOB APPLICATION LETTER

Step 1:

Do background information on the company and organization which you are applying for.

Step 2:

Choose your template or format for the letter. This must be a professional format.

Step 3:

Create the heading. This is where your contact information is placed. Insert your information using the order of your:

- Name
- Address
- Cell and home number
- Email
- Any other necessary contact information

Step 4:

Begin the business letter format by placing the date. This should be aligned to the left.

Step 5:

Insert the company's information or the information of the specific individual whom the application is for. This should also be aligned to the left. This should be done using the order of:

- Name of Manager/Department Head or other company representative
- Position or Department of the individual
- Name of the Company
- Company's Address



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Step 6:

Begin the actual letter by saluting the person to whom you are writing. For eg, “Dear Mr Williams”.

Step 7:

Begin the body of the letter by stating the reason for this letter. An example that could be used is “I am writing to apply for the position of Human Resource Manager..”.

Step 8:

State how you found out about the position in which you are applying for and explain why you deserve the job position. Summarize your strengths, accomplishments and the benefits you may bring to the organization.

Step 9:

Conclude the body of the letter by expressing your appreciation and offering follow up information such as “Enclosed is my resume...”.

Step 10:

End letter with a polite closing by signing off with a “Yours truly” or “Sincerely”, followed by your signature.

ADDITIONAL TIPS:

- Be short but engaging
- Be expressive but not overbearing
- Ensure the letter is formatted properly and free of errors
- Make certain that your achievements, strengths and the aspects of your personality that are expressed are professional and relevant
- Paint a good picture of yourself whilst being honest

Prepared by Shanthol Morgan,
Marketing Intern, MT Driving Academy



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JOB APPLICATION LETTER: SAMPLE 1

Elizabeth Johnson
12 Jones Street
Portland, Maine 04101
555-555-5555
elizabethjohnson@emailaddress.com

January 14, 2018

Mark Smith
Human Resources Manager
Veggies to Go
238 Main Street
Portland, Maine 04101

Dear Mr. Smith,

I was so excited when my former coworker, Jay Lopez, told me about your opening for an administrative assistant in your Portland offices. A long-time Veggies to Go customer and an experienced admin, I would love to help the company achieve its mission of making healthy produce as available as takeout.

I've worked for small companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temp workers by implementing a self-scheduling system for the customer service reps that cut down on canceled shifts. I also learned web design, time sheet coding, and perfected my Excel skills.

I've attached my resume for your consideration and hope to speak with you soon about your needs for the role.

Best Regards,

Handwritten Signature (for a hard copy letter)

Elizabeth Johnson



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JOB APPLICATION LETTER: SAMPLE 2

Joseph Q. Applicant
123 Main Street
Anytown, CA 12345
555-212-1234
josephq@email.com

September 1, 2018

Jane Smith
Director, Human Resources
Fit Living
123 Business Rd.
Business City, NY 54321

Dear Ms. Smith:

I'm writing to apply for the position of Social Media Manager for Fit Living, as advertised on your website careers page. I have three years of experience as a Social Media Assistant for Young Living, and I believe I am ready to move up to the manager position.

In your job posting, you mention that you want to hire a Social Media Manager who understands the Internet and social media trends. During my time at Young Living, I was given the responsibility of increasing follower numbers on Instagram. I explained to my manager that I would be happy to do so and that I would also work hard to increase follower participation because engagement has become an important metric.

Within six months, I increased our followers by over 50 percent and increased engagement by 400 percent. I'm very proud of that accomplishment. Currently, I'm working to build a following with the best influencers in our niche.

When I saw the job opening, I knew it was the perfect opportunity to offer you both my social media marketing skills and people skills. I've included my resume so you can learn more about my educational background and all of my work experience. Thank you for your time and consideration.

Please feel free to email me or call my cell phone at 555-555-5555. I hope to hear from you soon.

Sincerely,

Your Signature (hard copy letter)

Joseph Q. Applicant



@MTDRIVINGJA | 876-537-5518 | mtDrivingja@gmail.com

JOB APPLICATION LETTER: SAMPLE 3

Annalise Sinclair

(111) 789-3456

annalise.sinclair@email.com

August, 21, 2019

Dear Hiring Manager,

In response to your job posting on SimplyHired.com, I would like to apply for your position as a Certified Medical Assistant at Centurion Medical Center. For the last two years, I have worked as a medical assistant at the Foundry Health Clinic in California. Now, I'd love for the opportunity to work at your esteemed healthcare facility.

As far as education goes, I earned a Certification for Medical Assistance from Clearwater Technical College. During my time at Clearwater, I gathered a range of job skills that readied me for a career in healthcare, particularly medical assistance. After reaching certification, I gained two years of work experience as a medical assistant at Foundry Health Clinic.

According to your job posting, you are seeking a candidate who is trained, experienced, and familiar with both front office work and back office work of a medical setting. You are also looking for an assistant who can handle medical coding and insurance claims. I feel that I meet all of these qualifications. I'm also experienced at clinical work; I have taken vital signs such as heart rate and blood pressure. I have also assisted nurses in blood drawings. I can be trained to use high-tech medical equipment.

Attached, you will find a letter of recommendation from my former employer at Foundry Health Clinic. In it, she highlights my skill in performing clinical procedures, following staff instructions, and handling patient information in accordance with HIPAA. In addition to this, I'm a diligent worker with a passion for helping patients from all backgrounds creeds. I would love to demonstrate all of this to your health center through an employment opportunity. If you are interested in scheduling an interview with me, please email me at annalise.sinclair@email.com. I can also be contacted by phone or text. I look forward to responding to any further inquiries.

Sincerely,

Annalise Sinclair



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