

LETTER OF APPLICATION

Part A – The Greeting

Your name
Address

Date (e.g. Jan 12, 2007)

Employer's name and address

Write to a
specific
person

Part B – The Introduction

1. Use the employer's name. A quick phone call should sort this out if you don't know e.g. "Dear Ms Carter"
2. Refer to the advertisement – Position Reference or Number
State the job you are applying for and where you saw it advertised. E.g. "I am applying for the position of administrative officer as advertised in *The N.Z. Herald* on 10 December 2006".
3. Or if cold calling
State the reason for writing and describe the type of work you are seeking

You may need to quote the position number

e.g. mention your interest in volunteer work

Part C – Marketing Yourself

1. This is where you link up your experience and skills with the criteria listed in the advertisement. It may take several paragraphs. Keep it short, to the point and describe
 - why you are interested in the job;
 - why you are suitable for the job;
 - your skills, your personal qualities;
 - demonstrate with clear examples why your experience and/or qualifications make you the right person for the job
2. You should say why you want to work for this organisation in particular. Your reasons should indicate that you have done your research about the position and the organisation.

This is important. Don't take shortcuts

If you have to address criteria, you should keep your letter brief (approx. 1 page)

Use positive language

Never send original documents

This is the most important part of your letter

Part D – Closing

1. State that you have attached copies of your C.V., relevant documents and that you are available for interview if required and can be contacted on (09)/mobile..... – check your voicemail is appropriate!
2. Signing Off
If you began with "Dear Sir", you should finish with "Yours faithfully"
If you began with "Dear Ms Carter" (using the persons name), you should finish with "Yours sincerely".

Make sure you are able to receive calls

Don't forget to proof read and spell check

Sign your name and type it underneath.

