APPLICATION LETTER TEMPLATE

Your address
↓ 2
Date (always in full)
↓ 4 or 5

Employers (or Agency’s) address
↓ 2
Dear (Try to get the name of the person you are writing to)
↓
Re: line (Mention specific job and job number if available)
↓ 2
Introductory paragraph
State the specific position you are interested in and where you saw it advertised.
↓ 2
Second paragraph
Show how you meet the criteria for the job. 
Mention the work related skills, qualifications and experience that make you a suitable applicant. Concentrate on the words used in the advertisement or put yourself in the position of the employer and work out what they would be looking for. Make sure you let them know that you understand what to expect as far as the types of tasks and conditions should you be successful in getting the job. Do the research if necessary. 
Also, talk about the personal qualities that you possess that would make you suitable. Again look at the qualities sought in the advertisement. You need to demonstrate that you have these qualities. Eg. Where have you shown that you are reliable?
↓ 2
Third paragraph
Talk about why you want the job.
Enthusiasm is a word often used in job advertisements. Demonstrate enthusiasm with statements like:
Keen to learn new skills or further develop existing ones
Most interested in undertaking the Certificate offered
Most interested in beginning your career in ……
Excited about the prospect of working in such busy, team environment
↓ 2
Closing paragraph
Mention any enclosures with the application letter. Thank them for the opportunity of applying.
↓ 2
Closing (Yours faithfully if you do not know the name of the person you are addressing or Yours sincerely if you have addressed the person by name)
↓
4 – 6 (sign the letter here)
Your name
↓ 2
Enclosure notation