

Making Choices 2

Applying by Letter

Some firms do not have application forms and will expect you to write a letter instead. A letter of application normally includes the following information.

When you have written your letter you can also send it to other firms to ask about future vacancies. Many firms keep letters on file until they have a vacancy.

Your Address

Your telephone Number

Today's Date

Name and Address of Employer

Dear Mr/Mrs/Miss . . . **OR** Sir/Madam

The job you are interested in, and how you found out about it.

Why you are interested in it.

Information about yourself (age, school attended etc). Qualifications or exams to be taken, other subjects studied. Details of any previous experience (including work experience, courses or training).

OR enclose a copy of your C.V.

The date you anticipate leaving school, college or training.

Hobbies and interests

Names and addresses of two referees

I should be grateful for an interview

Yours sincerely
(if you have used Mr/Mrs/Miss)

OR

Yours faithfully (for Sir/Madam)

Your signature
(with your name printed underneath)

DON'T FORGET –

Your letter may be your first contact with an employer.

MAKE SURE IT ISN'T YOUR LAST.