

Create a letter you feel comfortable with and which expresses your individuality. Remember that the purpose of the letter is to get the employer's attention. Write for the ear, not the eye - write as you would speak. Read your writing aloud, and if it sounds awkward/unnatural, begin again.

The following is only a suggested format for the body of the letter. Use your own creativity to write the letter that best communicates your style.

NOTE: If you start your letter with Dear Sir/Madam (but remember, where possible, do try to find out the name of the person to whom it should be addressed), sign the letter Your faithfully. If you start with Dear "name" (avoid using the person's first name in a formal letter), sign the letter Yours sincerely.

### **A sample letter of application format**

Your Street Address  
Your City State Postcode

Date

Name (e.g. Ms A. Recruiter)  
Position  
Organisation  
Street Address  
City State Postcode

Dear Title Surname (e.g. Ms Recruiter)

*Opening paragraph:* Attract attention. State why you are writing and name the position or type of work for which you are applying. Where applicable, indicate how you heard of the opening and mention the mutual acquaintance or referring party by name, or the specific reference from a newspaper advertisement.

*Example: Advertised Position*

- I am writing to apply for the position of... advertised in... on... (name of source and date).
- I have recently completed a Bachelor of... majoring in... and would welcome the opportunity to be part of your Graduate Program.

*Example: Speculative Application*

- I am writing to explore employment opportunities with your organisation as a ...
- I am in the final year of a Degree in... and I am keen to pursue a career as...

*Middle paragraphs:* State your reasons for applying to this particular organisation. Summarise what you have to offer by stating the qualifications your research indicates.

# Writing Sample For Job Application

**William Crookes, T. A. Malone, George  
Shadbolt, John Traill Taylor, William  
Blanchard Bolton, Thomas Bedding**

## Writing Sample For Job Application:

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s unique visual approach to learning uses graphic organizers revision flowcharts and other visual tools to help students analyze texts and write their own essays Successful College Writing offers extensive instruction in active and critical reading practical advice on study and college survival skills step by step strategies for writing and research detailed coverage of the nine rhetorical patterns of development and 65 readings that provide strong rhetorical models McWhorter s unique attention to varieties of learning styles also helps empower students allowing them to identify their strengths and learning preferences

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