

Job Application Writing

A job application –

- ✓ An official / formal document
- ✓ A communication of candidate's expression of willingness to get/do a job
- ✓ Requires to be written strictly in format and very precisely.
- ✓ Most important, door-opener towards the career

Important points of Job Application

- Letter head
 - Applicant's Complete Address + Contact details
- Date of Application
- Post/ Title of the Recipient/ Receiver
- Dept./Office Name
- Complete Address of the Office
- Subject (should be underlined and in bold face)
- Salutation / Addressing the Receiver
- Main Body
 - Opening Para. (Formal starting + purpose of writing + Further activities)
 - Second Para. (Education/ Experience: freelancer/ part timer/ full term, consultant, etc.)
 - Third Para.(Trainings/Professional or technical Skills)
 - Fourth Para. (willingness/commitment to work)
 - Fifth Para. (Attachments/ Positive expectation/ Thanks giving)
- Courteous ending (yours sincerely/ Faithfully/ Your.../ With regards....)
 - Applicant's Signature
 - Applicant's name

Format of Application Writing

- Traditional format
 - letterhead and date in right side
 - Using 'to' before the post of the receiver
 - Subject: an inch inside from the margin
 - Traditional Paragraph style
 - Courteous ending in right side
- Modern Format
 - Letterhead and date in left side
 - Omitting 'to' before the post of the receiver
 - Subject written at left margin
 - Modern Paragraph style (Blocked)
 - Courteous ending in left side

What should the Letterhead include?

- Name of your colony/ residential area
- Block no./ House no./ ward no. if any
- Name of the street passing by your residence
- Municipality/ Rural Municipality/ Metropolis / District/Country
- Contact Details: telephone/ cell phone/ email/ website/ PO Box No., etc.

Examples of the post/ titles to be addressed:

- The Administration Officer
- The Human Resources Manager
- The Advertiser
- The Managing Director
- The Coordinator, The Selection Committee
- The Proprietor

Examples of Opening Sentences...

- I saw/read your vacancy announcement in The Kathmandu Post of 27th September 2020 for the post of I hereby write to apply for the same.
- I learnt through a trusted source that there is a vacancy for the post of at your prestigious office/company. I apply for the same with the following details.
- In response to your vacancy notice published in The Republica dated 28th September 2020. I hereby submit my candidacy for the post as competent/ capable/ qualified candidate. I present the following details for your kind perusal/ consideration.

Example of Job Application New Format

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

Date

Mr. Surname and Name
Human Resource Manager
Company Name
Str. Area Code
P.O.Box #####
City, country

Dear Sir/Madam,

I read with great interest your Ad in "Executive Magazine" issue #, dated march 31, 2003. I am applying for the position of Accountants I believe this position offers the challenges that my education and experience have prepared me to handle such tasks on professional basis.

I am a graduate of the American University of Beirut and hold a bachelor Degree in business Administration. I have earned my degree in February 2003 and currently seeking a good position with your reputable company that meets my qualifications and expectations.

During my years of education at the American University of Beirut, I have participated in ...or assisted my professors in several projects. In addition, I was an active member in the Business/Engineering/Education ... society and participated in social events that were organized by the departments.

I am a highly motivated person with good analytical and communication skills. Moreover, my strong background in computer will put me in the right direction to run any program in your department. I am fluent in English, French and Arabic and have good writing style.

Finally, I am available at anytime in order to discuss further your job requirements and my qualifications. In this connection, please find attached my resume for your perusal. Here below is also my email, contact address and number in case you are interested in my profile.

Thank you for your precious time and consideration and looking forward to hearing from you.

Best Regards,

Signature

Surname and Name
Home Address
Email Address
Phone:+961-3-1111111
Fax:+961-1-111111