

A job application letter, also known as a cover letter, should be sent or uploaded with your resume when applying for jobs. While your resume offers a history of your work experience and an outline of your skills and accomplishments, the job application letter you send to an employer explains why you are qualified for the position and should be selected for an interview.

### Tips for Writing a Job Application Letter

Writing this letter can seem like a challenging task. However, if you take it one step at a time, you'll soon be an expert at writing application letter to send with your resume.

### What to Include in Each Section of the Letter

There are also set rules for the sections included in the letter, from salutation to sign-off, and how the letter is organized. Here's a quick lowdown on the main sections included in a job application letter:

**Heading:** A letter of application should begin with both your and the employer's contact information (name, address, phone number, email) followed by the date. If this is an email rather than an actual letter, include your contact information at the end of the letter, after your signature.

**Salutation:** This is your polite greeting. The most common salutation is "Dear Mr./Ms." followed by the person's last name. Find out more about appropriate cover letter salutations, including what to do if you don't know the person's name, or are unsure of a contact's gender.

**Body of the letter:** Think of this section as being three distinct parts.

In the **first paragraph**, you'll want to mention the job you are applying for and where you saw the job listing.

The **next paragraph(s)** are the most important part of your letter. Remember how you gathered all that information about what employers were seeking, and how you could meet their needs? This is where you'll share those relevant details on your experience and accomplishments.

The **third and last part of the body of the letter** will be your thank you to the employer; you can also offer follow-up information.

**Complimentary Close:** Sign off your email with a polite close, such as "Best" or "Sincerely," followed by your name.

**Signature:** When you're sending or uploading a printed letter, end with your signature, handwritten, followed by your typed name. If this is an email, simply include your typed name, followed by your contact information.

## Simple Formatting Using a Template

Overwhelmed by all these formatting and organization requirements? One way to make the process of writing a job application easier is to use a job application letter template to create your own personalized job application letters for applying for a job. Having a template can help save you time if you are sending a lot of application letters.

### How to Make a Cover Letter for a Job Application

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Sep 28, 2019  
Robert Jacobson  
19 16<sup>th</sup> St.  
New York, NY 10005  
(781) 182-1110  
Robert.jacobson@gmail.com

Dear Mr. Jacobson,

As a long-term admirer of the impressive work being done by the team at Mayflower Technologies, I'm delighted to submit my application for the entry-level IT technician position posted on Indeed.com. As a recent graduate from the University of Rochester with a B.S. in Computer Science, I'm confident that my knowledge of Linux systems, experience in backend coding, and precise attention to detail would make me an asset to the team at Mayflower.

In my former role as a student worker at the University of Rochester's Technical Services department, I was responsible for troubleshooting a variety of technical issues for staff, assisting with server maintenance, and installing a wide range of equipment. While employed there, I assisted in the development and rollout of new department practices, and helped improve our ticket response time by 12%. I'm sure that this experience will help me hit the ground running at Mayflower.

I also understand that Mayflower is seeking to expand their cloud computing services. While at the University of Rochester, I specialized in and completed my thesis on cloud computing. The IT technician position at Mayflower would be an exciting opportunity for me to bring my educational background to the table, and learn more about a growing industry.

I've attached my resume, which further details my skills and educational background. Please do not hesitate to reach out if you have any questions about my background. I look forward to the opportunity to speak with you further; thank you for your time and consideration.

Sincerely,  
Marianne Zhong

- 1 | Contact Information**
- 2 | Salutation**
- 3 | Opening Paragraph**
- 4 | Body Paragraph/s**
- 5 | Closing Paragraph**
- 6 | Sign-off**

## Enquiry report

An enquiry report is likely to be written by a police officer or other public authority figure who is taking a statement from someone who is making a complaint. The enquiry report helps an officer keep track of the details of the complaint so that it can be investigated and followed up on at a later time. The person who writes the enquiry report might not be the same person who follows up on it, so the more details you include in your report, the better.

List the date of the complaint at the top of the report, along with any relevant reference numbers.

Explain the nature of the complaint being reported briefly. This includes the who, what, when and where.

Write down all the details that are provided to you by the person making the complaint. The details might include the alleged how and why of the complaint or details that need to be confirmed at a later time.

Include details that were provided by other witnesses in the report, as well. Make a note when these details contradict those provided by the initial person who made the complaint.

State the story of the opposing side. The opposing side to the complaint should always be consulted, and the details provided should be listed accurately to ensure the report is fair and balanced.

List all evidence you collected that relates in any way to the subject of your enquiry report.

Update the report as the investigation continues. If new evidence is found or if details are proven accurate or inaccurate, add this information to the enquiry report.

Type up the report. Many of your initial notes regarding the complaint are likely to be handwritten. However, upon completing the enquiry report, type it up using a word processing program.

1. Begin with briefly quoting the material allegations leveled against the delinquent in the complaint by quoting the name/address etc. of the complainant, name/designation of the Disciplinary Authority ordering the enquiry alongwith the date of order passed by him appointing the Enquiry Officer.

2. Quote the first charge framed against the delinquent.

3. Quote the relevant part of the reply given by the delinquent against the said charge.

4. Now quote the name of witnesses examined in support of the charge and also quote the relevant/material/portion of the statement of the witnesses recorded in support of the charge. Now quote the documents relied on and produced in support of the charge and also the name and the statement of the witness who had proved the said document or documents.

6. Also quote the name of the Defence Witness or the defence document, if any, produced by the delinquent in contradiction of the oral and documentary evidence produced by the Department/Prosecution in support of the charge against the delinquent.

- 7 Now the Enquiry Officer should discuss and appreciate the documentary and oral evidence led by both sides in support of and against the charge framed. The Enquiry Officer should then

clearly record his findings derived from the documentary and oral evidence and should clearly conclude whether or not the guilt of the delinquent as mentioned in the charge is proved.

8. Only that much part of the oral and documentary evidence should be quoted in the enquiry report which is really required for discussions on the charge or the controversies involved in the enquiry. Unnecessary or irrelevant part of the evidence should normally be avoided and not quoted. The derivative or the conclusion derived from the appreciation of evidence should be recorded in the form of clear findings in the enquiry report.

9. If the Enquiry Officer records findings that the charge/guilt of the delinquent is proved then he must mention the conduct rule breach whereof has been found proved during the enquiry.

10. The above exercise must be completed and observed by the Enquiry Officer in respect of each charge framed against the delinquent.

11. The enquiry report should be then signed by the Enquiry Officer under his full signature, name, designation and date.

12. Normally no penalty to be inflicted upon the delinquent should be suggested by the Enquiry Officer to the Disciplinary Authority unless he is called upon in writing by the Disciplinary Authority to do the same.

13. The enquiry report in triplicate along with a covering letter addressed to the Disciplinary Authority and kept in a sealed cover should be sent by the Enquiry Officer to the Disciplinary Authority.

### **Advertisement**

An advertisement is a kind of a public announcement which is made through a popular media medium like a newspaper, magazine, radio, etc. It is also displayed on the placard as well. You must have observed that the advertisement is generally of around 50 words. The marking is assigned to the students for a correct format and the content. Here, you can check the advertisement writing format and a sample example for the same.

It is a notice or announcement made in a public medium promoting a product, service, or event or publicizing a job vacancy. There are two (02) types of advertisement:

1. Classified
2. Commercial

### **Classified Ads**

Classified ads are used by the general masses to promote or use services. The only concern in the classified ad is to get things noticed with as minimum words as possible.

### **Essential Details to Note**

- Classified ads are of in between the range of 50 words.
- Clearly state the category like 'For Sale', 'To Let', etc.
- Put the matter in a box.
- Give contact address, mobile number, etc.

### **Type of Classified Ads**

- Situation / Vacant
- Lost and Found
- Sale and Purchase
- Accommodation
- Educational
- Placement services
- Matrimonial
- To Let
- Tuitions
- Packers and movers
- Kennel
- Tours and Travels

### **Commercial Ads**

On the other hand commercial or display advertisement by leading manufacturers, establishments, organisations etc. for the publicity and promotion of their products, services or some events.

### **Main characteristics**

- It is designed for commercial purpose.
- It takes more space and is more expensive in terms of advertising cost.
- These are visually more attractive with varying font, shape and size.
- There are catchy slogans, punch lines with witty expression with pictures or sketches.

### **Essential Details to Note**

- Do not forget to mention the name of the company / institute / organisers, etc.
- Mention the detail of the product / event / educational course etc.
- If there is any special discount.
- Mention the address of the company / institute / organisers, etc.

### **Format for Classified Advertisement Writing**

The correct format for advertisement writing for Classified Ads is as follows:

- **Heading (should be in capital letters)**

- Content

#### **Format for Situation Vacant types**

- Always **start with wanted or required.**
- Do not forget to **mention the name of the organisation.**
- Clearly state the **number of vacancies** and post for which the advertisement is about.
- If stated, **mention the age and gender of the candidate.**
- **Qualification and experience** required for the post.
- Mention the **pay scale, perks and also the mode of applying.**
- **Address and contact number for correspondence.**

#### **Format for To-Let ads**

- Always start with **WANTED or AVAILABLE.**
- Mention the **type of accommodation.**
- **Expected rent.**
- Any other **feature of the accommodation.**
- **Address and mobile number to contact.**

#### **Format for Sale / Purchase of Property / Assets**

- These type of ads start with **SALE / PURCHASE / WANTED.**
- Give a brief description of the property / vehicle / good.
- In case of property, mention the number of floors, size, number of rooms, location and surroundings.
- In case of a vehicle, mention the colour, model, accessories, year, modifications (if any), price, mileage and condition.
- For household goods, mention the condition, the price offered or expected.

#### **Format for Educational institutions**

- Write the name of the Institution.
- Past record of the Institute.
- Courses offered and the duration of the courses.
- Eligibility criteria.
- Facilities provided and fee structure.
- Information on scholarship, if available.
- The last date to apply, etc.
- Contact number and address.