

Q Write a job application letter.

Yashraj Devrat
Srinivas Villa,
Bhigman Road,
Baramati.

To,
The Manager,
India Erectors,
Savarkar Road,
Mumbai.

Subject: Application for the
post of Engineer.

Respected Sir,

With reference to your advertisement cited above, I wish to apply for the post of an Engineer in your esteemed firm. As desired by you, I am furnishing the following information for your perusal.

My Qualification is Bachelor in Engineering. I have two years of experience with a leading MNC Company. I have gained lot of knowledge in Artificial Intelligence and Data Science. I feel that I am the whom you need and I will surely help the company in getting progressed in my domain.

I assure you Sir that if get selected I will rise your expectation.

Thanking you,

Yours faithfully,
Yashraj Devrat.

Q. What is application letter?
→ Application letter is a summary of your strongest and most relevant skills and abilities that will be expanded in your resume or selection criteria. It introduces you to potential employers and highlights your suitability for the position you are applying for.

It is also a written request when for assistance, admission, employment, favor, information, permission, service etc. A letter of application is also an accompanying document as when required. When it does so it is known as predefined format which is applicable to most type of application letters.

Which are the main parts of application letter?

→ Following are the main parts of a application letter:

① Application letter header.

~~It~~ It is one of the first parts of cover letter that the hiring manager sees, so you need to get it right if you don't want your cover letter to tank.

Add your name, address, current phone number, email address. If you have done some linked in optimization feel free to add your profile here too.

② Application ~~letter~~ letter salutation:

Out of all elements of a cover letter, this one is usually the most overlooked.

Why? It looks like a ~~sinch~~, but mess it up & you are done for. Start off this cover letter section with a professional greeting, preferably include the name of the employer.

③ Application letter Body.

This part of your application letter actually consists of three smaller parts, each with its own specific purpose. Let's break it down now.

④ Application letter closing.

This is the part of the cover letter where you thank the hiring manager for their time.

Type out your full name. Leave some space below to either sign your name if you have a printed cover letter or for an electronic signature if you are sending your application letter.