

MPU3272-WPCS

**Writing
Job Application Letter / Cover Letter**

What is cover
letter?

Job Application Letter / Cover Letter

- Also called as cover letter
- Written to sell one's services
- Drafted carefully as it is related with one's career
- Carries sequence of information regarding the qualification & experience

Interview Session with Xhinobi Studio (2021)

(i) Document Needed for Internship or Job Applications

For intern or job applications, the applicants must prepare their documents to let the company know about their information and skills. The company can then easily determine the applicant who is suitable for the required position. Regarding Xhinobi's intern or job application, Ms. Karyean mentioned that the applicant must send the resume and portfolio to the company's email then wait for the recruiter's review and possible reply. The applicant must prepare the required document such as the resume, cover letter, curriculum vitae (CV), portfolio, then attach the document to the company. For the resume, it must become a formal document to introduce the applicant's information, qualifications, experience, education, and skills (Mucha, 2021). It can let the company easily see all the information related to the applicant in the resume.

CV also becomes an important thing to let the company have a look for information. It is different from the resume because it can have any detailed information such as contact information, personal profile, education, languages, skills, references, and others (Michael Tomaszewski, 2020). So, the resume can serve as a short and concise document to let the company reduce the time to understand the information time (Michael Tomaszewski, 2020). CV can become a detailed document to let the company have a good understanding of the information. It can also describe more detailed personal information to let the interviewer have a better impression.

Reminder

- 10 marks for your assessment.
- Thus, please follow the template given.



What we have to do now?

- Find any company that you are interested to work with.
- Can be at Malaysia/at your country.



Sample Cover Letter 1

[Name]
[Your Address]

Metropolis Team
NVIDIA Corporation,
2788 San Tomas Expy,
Santa Clara, CA 95051,
United States
17/02/21

Subject: Enquiry for the Software Intern position.

Respected Team Leader,

I became very interested when I found out about the open Software Intern position in the Metropolis Team at NVIDIA Corporation via LinkedIn.com. Therefore, I would like you to accept this cover letter as my application for the internship starting from 01/08/21 and ending at 31/12/21. Currently I am a second-year student at Asia Pacific University of Technology and Innovation, studying for a bachelor's degree in Information Technology.

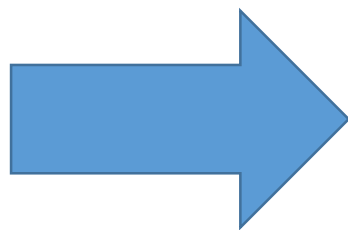
With the courses provided in my degree and my past experiences with handling similar software, it has given me strong steppingstones to start my career on the right path. My natural stick-to-itiveness has taught me to enjoy such work and provide with exemplary results. I am confident that not only would I be a great addition to the team, but I would also be the right person for this position.

The experience that I have gathered in the field ranges beyond my education. I have attended and have been part of major competitions and Olympiads in my country. One of the most notable experiences that I have gained is competing in the FIRST Global Robotics Competition in 2017. This has taught me how to handle software and hardware alike pertaining to A.I. The courses provided in my university have allowed me to learn problem solving skills and make important decisions in intense environments. All of this has driven my interest in enriching human life with the advancement of technology tenfold.

The skills and experience that I have gained from Asia Pacific University and competitions throughout my life, have led me to believe that I will excel as an I.T. Professional. Feel free to contact me using email (youremail@gmail.com) or phone (+60123456789) to schedule an interview. Thank You for your time and consideration.

Yours faithfully,
[Your name]

•REMINDER!!!



•**Do not copy your resume.** The purpose of this letter is to show that you are a strong candidate and to highlight your relevant experience and abilities. Your [resume](#) is a general record of your experience, education, and accomplishments. In contrast, your application letter should show how exactly your background makes you a good fit for a particular position.

Important: Since your application letter will be accompanied by your resume, make sure the letter does not duplicate your resume exactly.

•**Tailor each application letter to the job.** As mentioned above, emphasize in your letter why you are an ideal candidate for the specific job. This requires that you personalize each letter to fit the specific company and position. Here's information on how you can closely [match your qualifications to the job posting](#).

•**Be professional.** Application letters have a fairly rigid format — as hiring managers read your letter, they will expect to see certain information included in set areas. You have freedom within the structure to be personable, but it is important to stick to a certain level of formality. Pay particular attention to the professionalism of your [salutation](#) and what you call the employer. You wouldn't, for instance, want to refer to the letter's recipient by the first name unless specifically requested.

•**Edit, edit, edit.** Employers are likely to overlook an application with a lot of errors. Therefore, read through your cover letter, and even consider asking a friend or career counselor to read the letter. [Proofread](#) any grammar or spelling errors. Be particularly mindful to spell the letter recipient's name correctly, as well as the company name.

Guidelines for Writing Job Application Letter

1st paragraph:

- Why you are writing?
 - to express your interest in internship & when is the duration
 - name of the position
 - how you heard the opening in this company i.e: friend, senior, university, website...

2nd paragraph:

- Current studies...major?
 - background of studies...
 - your company prominence in similar areas

3rd paragraph:

- Your interest after graduation...

4th paragraph:

- Your past experience ...
 - project at University &
 - what you learned .. Emphasize skills or abilities related to job you applying
 - why are you the best candidate...

5th paragraph:

- Opportunity to meet:
 - indicate your desire for a personal interview...
 - my contact number / email address

Thank you for your consideration

Structure of an Application Letter

- Date of Letter
- Applicant's complete address
- Employer's complete name, Title & Address
- Salutation: Mr./Ms. Last Name
- Letter Content/Body – Include the period of your internship
- Closing (Sincerely ... / Respectfully...)
- Enclosure (resume or other enclosure used, note in your letter)

DISCUSSION

What are the problems with this letter?

Feb 10th, 2021

Ahmed Adam
Head of Human Resources
Dell
George Town,
Penanag, Malaysia

Dear Adam,

This letter is in regards to the business analyst internship position that was posted on LinkedIn jobs page this week. So, I want to apply this at your company.

Through my bachelor degree courses, I have had a great deal of experience in the field of business analytics, and programming languages. Even though I did not practice it, but I know I can do it.

Last semester, I worked as a part-time at restaurant. I believe it helps me to improve my communication skills.

I will call next week to see if you agree that my qualifications seem to be a match for this position. If so, I hope to hear from you soon, and to schedule an interview on an agreed upon date and time.

Thank you for your consideration.

Sincerely,
XXX

Interview session with CEO Offgamers (2021)

Furthermore, interns need to understand the basic skills and common sense of the workplace. For the IT industry, most of the things learned in school are lagging behind, so it is necessary for interns to learn the latest knowledge and skills during the internship process to make up for the vacancies in school learning. We found that although different companies have different rules and requirements, some general workplace skills and common sense should be fully mastered. These seem to be too basic for ordinary people, but often many interns fail to do

Cont...

Finally, Ms. Karyn also introduced us to non-campus learning methods. She stated that "real education begins after graduating from university." Our studies in school are basically to obtain knowledge from books and classrooms, while at work, we spend more time learning in business practice. The company prefers that the person is trainable which means willingness to learn and accept suggestions. As you learn, you produce feedback and show to your trainer then finally apply in the job. Perhaps many people think that the moment they leave university, their study career will stop. However, this is not the case. Real learning has just begun, because what you have learned in class is often of little use in the real world. Many things need to be learned after work, whether it is the improvement of practical ability or the supplement of professional knowledge. The internship is like an advanced study class. You will gradually get used to this new learning mode, start to broaden your horizons and gain insight into the world from a new perspective.

Thank you & All the Best