

Application Letter

The application letter is like your business card. It gives the reader the first impression about you.

A good application letter has been tailored to match the position you are applying for.

A good application letter does the thinking on behalf of the reader. The relevant information has been expressed clearly. The reader does not have to guess what the applicant wants to say.

Your application should stand out! Let your own personality show in it.

Correct spelling and neatness. Use proper margins. A good length is the A4 size.

Your name

Your contact information

APPLICATION

date

The name of the contact person

Contact information of the company

THE TITLE OF THE POSITION APPLIED

Explain who you are and what is your educational background. Tell what motivates you to apply for the position and why this particular company interests you. It is not sufficient to say that you need a job / a training placement. **Motivate** the reader to continue reading until the end of the letter. You can also mention how you found out about the job opening

Explain why you should be the one to be recruited. **Describe** your professional qualifications and accomplishments in previous jobs. Concentrate on the ones that are relevant regarding the position you are applying for! Explain what you can learn at the new job if you will be selected.

Describe what kind of personality you have. Tell about the personal strengths you have. You can also explain something about the general situation in your life, if necessary or suitable.

Tell when you will be available to start the new job. If you are applying for a temporary job, explain for how long you'll be able to work for.

Give a salary request if asked for. Information on salaries (tek.www.fi).

Final touch. Give the names and the contact information of the persons giving references for you. If you are sending "an open application", tell when you'll be contacting the company – and do it!

Greeting "Kind regards" or "Yours sincerely" NOT "Respectfully"

Signature (Easily forgotten!)

Enclosures: CV and others enclosures. Check what is wanted, it varies!