

Job Application Letters



The letter contains 3 parts:

- the opening paragraph**
- the body of the letter**
- the closing paragraph**



The opening paragraph



- Which job are you interested in?
- How can you find this job/position?
(please mention)

The body

- ✓ describes your qualifications
- ✓ states your current position
- ✓ mentions your previous experience, educational background, personal qualities



The closing paragraph

- request an application form / interview
- give the recipient your phone number/email address
- thank the recipient



- ✓ The envelope should be the same color as the letter.
- ✓ Use the same font as the contents of the letter.
- ✓ Single-space the address & use block style.
- ✓ Special mailing notations (**e.g. private, airmail, special delivery**) should be offset to the left of the address.

A return address



Special mailing notation

Recipient's name/position

The name of the company

street address

town/state, postcode

country

address

MAIL SERVICES
BRIGHAM YOUNG UNIVERSITY
296 UPB
PROVO, UT 84602-1930



A return address



SCOTT FUNG
350N 690E
PROVO, UT 84606



**Recipient's
name & address**

Writing Assignment

Find a job advertisement that interests you. Write a letter of application for that position. Fold and insert the letter in an envelope. Address the envelope correctly. (20 marks)

Hand in: March 6th, 2015