

# Writing application letter and CV:



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A letter of application should create enough interest to make the potential employer want to look at your application in greater detail by reading your CV and hopefully invite you for an interview. Your application letter, however, should not contain too much detail about your experience and qualifications because that's the job of the CV.

The letter should be limited to one page and a few paragraphs will normally be sufficient. It is better to address a letter with specific person, e.g Dear Miss CHan, rather than to Dear Sir or Madam.

However in some jobs advertisements the name of the person you are writing to is not given. It is good practice to try to find out the following information before you write your letter.

- the full name of the person you're writing
- Their title - Mr, Mrs, Miss, Ms, Dr, Professor...
- their position, personal manager, human resources manager...

All this information can be obtained by a quick phone call to the company. Remember, never write Dear Miss W.Chan. It should be Dear Miss Chan. Don't use the initial except in the address. If you start with Dear Sir/Madam, it is accepted practice to finish with yours faithfully. Whereas, if you start with Dear Miss Chan, you may finish with Yours sincerely.

Your letter should be neat and free from careless mistakes, You can follow the blocked and open punctuation style. Whichever layout style you choose to use, you should use it consistently throughout the letter.

## Structure of the letter :

**Paragraph 1** It should state clearly why you are writing and where you saw the job advertised.

- *I would like to apply for the post of... as advertised in today's issue of...*
- *With reference to your advertisement in ... on ... I am writing to apply for the position*

**Paragraph 2** It should give a little information about your qualifications and experience. Make sure the information you give is relevant to the job that you're applying for.

- *As you can see from my enclosed CV, I have worked in my present position for five years. During this time I have gained invaluable experience in...*
- *I am currently a student at .... I am about to graduate in... Although I have been studying full time, I have had a number of summer jobs which have helped me to gain experience in ...*

**Paragraph 3** It should say why you believe you're suited to the job and what you can offer the company. Those currently employed can state the reason for wishing to change their present job. However, you should not sound critical of your present employer.

- *I am currently working as a receptionist in... The reason for my seeking a new position is that I wish to pursue a secretarial career. Unfortunately, there're no openings for advancement in the present employment.*

- *I believe I would be an asset to your company. I will be able to bring with me my experience of which I believe would be useful in this position*

**Paragraph 4** It should tell the reader when you're available for an interview and how to contact you.

- *I would like to have the opportunity to talk to you further about my application. I am available for interview at many times and I can be contacted at/on...*
- *I look forward to hearing from/meeting you soon*
- *I am available for an interview at any time but would appreciate two days notice. I can be contacted on/at...*
- *I look forward to meeting with you to discuss my application further, I am available ... and can be contacted on/at...*

 **THIS IS INCOMPLETE BA9I PARTIE TA3 CV LNEXT WEEK !**