

## Sample letter of application

Your Address

Date

Mrs Smith  
Recruitment Manager  
Adding Up Bank plc.  
1. High Street  
London  
EC1 1AA

### What to include

Start off by stating what position you are applying for and where you saw the vacancy advertised.

Explain why you are interested in this type of work and show that you understand what the job is likely to involve.

Show that you have researched the company—research equals enthusiasm in the eyes of the employer.

Explain why you are suitable for the position. Education, experience and skills can all be important. Try to include some practical examples to back yourself up.

Let the employer know when you are available for interview.

Finish positively and thank the employer for considering your application.

If you are enclosing your CV type Enc. at the bottom of your letter

Dear Mrs Smith

Re: Financial Services Apprenticeship vacancy

I am writing to apply for the Financial Services Apprenticeship vacancy, as currently advertised on your website.

→ I first became interested in retail banking after completing a two week work experience placement during my GCSEs. Since then, discussions with my careers adviser and my own research have confirmed my belief that this is the careers which will enable me to use not only my interest in business and finance but also my skills in working with people, both in an advisory and managerial capacity.

→ I am particularly interested in a career with Adding Up Bank because of the high reputation of your apprenticeship training scheme and your commitment to giving new recruits early responsibility.

→ I have had a variety of part-time and holiday jobs, all of which have required me to work as part of a team and to deal directly with the public. I found my work at the Tourist Information Office particularly valuable in teaching me the importance of ascertaining customers' needs and providing clear and accurate information in response to those needs.

→ I will be available for interview at any time that is convenient to you and I enclosed my CV for your perusal.

→ I look forward to hearing from you and thank you for considering my application.

Yours sincerely

(sign here)

Joe Bloggs

→ Enc.

# Application Letter Guidelines

**Ian Pickup**

## Application Letter Guidelines:

**How to Write a Cover Letter** Theodore Kingsley,2023-06-26 [How to Write a Successful Cover Letter](#)

50minutes,2017-11-03 Ready to take your career to the next level Find out everything you need to know about writing a perfect cover letter with this practical guide For many people applying for a job can be a long and daunting process However people often forget or disregard the importance of a good cover letter even though it is generally the second thing a recruiter will read Not to worry this guide will show you what employers are looking for so you can write the perfect cover letter In 50 minutes you will be able to Avoid common pitfalls when writing cover letters Identify the most effective ways to capture the employer s attention Understand the differences between an emailed cover letter and one sent by post ABOUT 50MINUTES COM COACHING The Coaching series from the 50Minutes collection is aimed at all those who at any stage in their careers are looking to acquire personal or professional skills adapt to new situations or simply re evaluate their work life balance The concise and effective style of our guides enables you to gain an in depth understanding of a broad range of concepts combining theory constructive examples and practical exercises to enhance your learning

### **The Guide to Basic Cover**

**Letter Writing** Steven Provenzano,1995 Sooner or later you ll want to apply for a job and you know you won t be the only one applying To make your qualifications stand out front the crowd you have to know how to present them There s no better way to match your sales pitch to your reader s interests than with a great cover letter A cover letter gives yourself a chance to focus on your strongest points It lets you tell more about yourself than a resume can And it lets you say it straight to your reader one on one

**Cover Letters** James Austin,2017-08-11 What separates this book from the rest The unique way you will learn with examples and steps Many books leave you more confused than before you picked them up not this book it s clear concise and implementable We make it our goal to write this book in plain easy to understand English that anyone can understand Gone are the days of highly technical language This allows you to quickly learn topics and use your new skills immediately To aid you in learning the topics quickly and effectively this book has been designed to be the ultimate step by step guide Making sure that you re confident and clear with each topic before moving on

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**Master the Art of Resume and Cover Letter Writing** Daniel Morris,2020-07-29 LEARN THE EXACT THINGS YOU NEED TO DO WHEN YOU ARE NOT GETTING THAT LIFE CHANGING CALL Mike was a sales rep at one of the big firms in the Marketing industry He is an ambitious fellow so he improved on himself constantly All in preparation for a career change Finally he was ready And that was when he encountered a problem he never envisaged It seemed like none of his applications got delivered because he never got a call to attend an interview not even ONE He was deeply disturbed He had all the necessary requirements for every single one of the jobs he d applied

for so what could be stopping him from getting interviews Mike went back to the drawing board but he couldn't find what he was doing wrong His resume seemed perfect a few tips here and a few tricks here guaranteed that He was certain that NOTHING could be wrong with his resume He tightened his belt adjusted his large black tie and doubled down with more efforts Now he even started applying for jobs that were beneath his qualifications Still nothing Several weeks went by without a single call from any of the job applications he'd applied for Not even from the ones he was overqualified for Frustration began to eat away at him He started losing faith in the resume he'd crafted with so many tips and tricks Perhaps something was wrong with it after all Acknowledging the possibility of a problem he went in search of a solution And that was when he found the resources contained in this book He realized that there were more profound guidelines and strategies for crafting an excellent resume that gets results And in no time he knew exactly what he was doing wrong He followed the guidelines and changed things for the better to create a resume that looks crisp and professional And the result In just one week of s ending out the new and improved resume he got three calls to attend interviews Full disclosure Mike is no longer in the job market You can get the same results that Mike got All you have to do is to learn and implement the practical guidelines that will help you write a resume that actually results in an interview **MASTER THE ART OF RESUME AND COVER LETTER WRITING** gives you exactly that with zero fluff information Whether you are a new college grad or a seasoned professional you get exactly what you need to write the perfect resume The book provides you with concise resume and cover letter writing guidelines grounded in recruiters insights Writing an impactful resume can make the difference between landing an average job and an ideal one **MASTER THE ART OF RESUME AND COVER LETTER WRITING** will equip you with the knowledge and skills you need to achieve the former In this book you get Clear cut directions for writing a winning cover letter How to write a GREAT resume from scratch without resorting to overused templates Clear and simple guidelines that will guarantee an improved resume A handy reference to quickly answer questions when writing a resume Effective strategies for formatting your resume Guaranteed principles for passing the Applicant Tracking System ATS And so much more Learn the perfect way to STAND OUT and GET NOTICED by those offering the job you want Scroll up and click BUY NOW to get started on an inordinately rewarding journey     **A Practical Guide to Making and Proving Wills** Corrie Hudson,1876     **Killer Cover Letters and Resumes** ,2008     **How to Write an Impressive CV & Cover Letter** Tracey Whitmore,2009 Your CV and cover letter are your first communication with a prospective employer and making the right first impression is more important than ever     *The Student's Guide to the Law and Practice of the Divisional Courts of Probate and Divorce, Etc* John Frederick HAYNES,1876     **Cook's Continental Time Table, Steamship and Air Services Guide** ,1892     Post Office Guide Great Britain. Post Office,1894     **Handy Guide to Patent Law and Practice** George Frederick Emery,1896     **Kansas Employability Skills Curriculum Guide** ,1990     *British Postal Guide* Great Britain. Post Office,1875     **A B C Pathfinder Shipping and Mailing Guide** ... New England Railway Publishing Company,1899

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