

# Application Letters

*Your application letter is your introduction to an employer. Ideally it should be about ½ to ¾ of a page in length. The letter needs to be customised to the job you are applying for.*

*Your letter should address the key points listed in the job advert, why you want the job and what you can offer an employer. It needs to be easy to read and highlight your strengths.*

*Remember that an employer will probably be reading hundreds of letters applying for the same job – this is your first chance to show them that you are the person they have been looking for!*

## First Paragraph

- State the job that you are applying for
- You can choose to include where and when you saw the role advertised

## Second Paragraph

- Briefly outline your relevant experience, skills and knowledge. The job advertisement will have a list of skills and experience that the employer is looking for – let them know that your skills are a match!
- State why you believe you are the right person for this job.
- Mention that your attached resume can provide more detailed information

## Third Paragraph

- State why you want the job i.e. it presents challenges, variety, opportunity to expand on existing skills or learn new skills, it is an area that interests you, you enjoy working independently or as part of a team, you would like to be part of a winning team, etc.

## Fourth Paragraph

- State your availability for an interview, how you can be contacted and your willingness to provide further information.
- Thank the reader for their time