

Practical work N°1: Application Letter 2023/2024

What is a written application form?

An application (request) can be written for leave, an extension of a project deadline, a position, etc. Applications are the only acceptable form of making requests in the corporate world or any given formal organisation. Thus, it is included as an essential part of the Application Process.

What is difference between application and letter?

The main difference between a letter and an application is the purpose. An application is usually a formal request for a particular purpose, while a letter can be used for various purposes, including informal communication.

What is difference between application and letter?

The major difference between a cover letter and an application letter lies in the content. A cover letter, which is usually submitted along with a resume (CV), focuses on expressing your interest in the position. An application letter meanwhile can replace a resume and a cover letter and briefly describes your education and work history.

Types of Application Letters

There are 3 different types of an application letters:

1. Job Application Letter
2. Academic Application Letter
3. Personal Application Letter

How to Write an Application Letter in 10 Easy Steps

These tips will guide you on how you can write an application letter:

1. Write an Outline
2. Write your first draft
3. Salutation
4. Use a friendly tone
5. Make it concise
6. Tailor the job application letter to the job specification and company requirement

7. Use typed and not handwritten documents
8. Use quality paper
9. Proof read
10. Write a mind blowing ending

Application letter template

Your name	Date
Your address	
Your phone	
To Mr:	
Subject: Job application.	
Dear [Hiring manager's name],	
The First paragraph	
The second paragraph	
The third paragraph	
The fourth paragraph	
Sincerely,	
Your name	Signature meaning

The first paragraph: I'm writing to express my interest in the position of [job title] at [company]. [Explain how you heard about the job and name your contact if you were referred by someone within the company.] I believe my [skills and qualifications] make me an ideal fit for this job.

The second paragraph: [Use the second paragraph to elaborate on how you would help the company. Reference specific campaigns or projects when possible.]

The third paragraph: [Use the third paragraph to summarize your key qualifications. Elaborate on your most important accomplishments and include details that you were unable to provide in the more concise format of your resume.]

The fourth paragraph: [Use the fourth paragraph to briefly explain why you want to work for this company. Mention the additional documents included with your cover letter, and express your excitement about moving forward in the hiring process.]