

**Definition:** A letter of application, also known as a cover letter, is a document sent with your resume to provide **additional information** on your skills and experience.

A letter of application typically provides detailed information on why are you are qualified for the job you are applying for. Effective application letters explain the **reasons for your interest** in the specific organization and identify your most relevant **skills or experiences**.

Your application letter should let the employer know **what position you are applying for, why the employer should select you for an interview,** and how you will follow-up.

When writing an application letter you should include:

- First Paragraph: Why you are writing - mention the job you are applying for and where you found the listing.
- Middle Paragraph(s): What you have to offer the employer - mention why your skills and experience are **the best fit** for the job.
- Last Paragraph: Say thank you to the hiring manager for considering you and note how you will follow up.

**Sample Letter of Application**

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

*Contact Name*  
*Position*  
*Company Name*  
*Address*  
*City, State, Zip Code*

Dear Contact Person(Sirs/Madams),

I'm writing to express my interest in the Web Content Specialist position listed on Monster.com. I have experience building large, consumer-focused health-based content sites. While much of my experience has been in the business world, I understand the social value of the non-profit sector and my business experience will be an asset to your organization.

My responsibilities included the development and management of the site's editorial voice and style, the editorial calendar, and the daily content programming and production of the web site. I worked closely with healthcare professionals and medical editors to help them provide the best possible information to a consumer audience of patients. In addition, I helped physicians learn to utilize their medical content to write user-friendly, readily comprehensible text.

Experience has taught me how to build strong relationships with all departments at an organization. I have the ability to work within a team as well as cross-team. I can work with web engineers to resolve technical issues and implement technical enhancements, work with the development department to implement design and functional enhancements, and monitor site statistics and conduct search engine optimization.

Thank you for your consideration.

Yours sincerely (yours faithfully) /// Sincerely yours (faithfully yours)

Signature

FirstName LastName

**Useful links on how to write a good resume and cover letter:**

**RESUME**

<http://internships.about.com/od/resumetipssamples/a/Top-10-Tips-For-Writing-A-Great-Internship-Resume.htm>

<http://internships.about.com/od/resumetipssamples/ht/ResumeTips.htm>

<http://internships.about.com/od/resumetipssamples/qt/resumedosdnts.htm>

## **COVER LETTER**

<http://jobsearch.about.com/cs/coverletters/ht/coverletter.htm>

<http://jobsearch.about.com/od/coverletters/a/aa030401a.htm>

<http://jobsearch.about.com/od/coverlettersamples/a/coverlettsample.htm>

<http://www.monster.com/>

<http://jobmarket.nytimes.com/pages/jobs/index.html>

<http://jobs.guardian.co.uk/>

<http://www.eurojobs.com/>

<http://www.careerbuilder.com/>

<http://www.seek.com.au/?cid=sk:main:au:tab:jobs>

### **WHAT YOU MUST DO**

You've seen a job ad in which you are interested and you've decided to apply for it. Write a cover letter of **150-180** words expressing your interest in the job position and give reasons why you'd be the best candidate they could ever choose.

**DEADLINE: Thursday, March the 21st**

In order to seek your favourite vacancies, you can have a look at the above search engines. **Try to choose a position connected to your real needs**