

# Application Letter

If you think that putting together an application letter is old fashioned, think again. Your application is the first contact you will have with an employer. The employer will use it to help decide if you are suitable for the job and if they would like to give you an interview.

On the next page you will find an example of an Application Letter. Each number below is an explanation and advice for each section of our example application letter.

- 1.** Complete your contact details as per the format here
- 2.** Include the correct date
- 3.** Your employer contact details. Include salutation (Mr. Mrs. Etc.). Their first and surnames, position title, company name and address. If emailing, include an email address
- 4.** Salutation line. Make sure that you address this to Mr. Smith or Mrs. Smith etc.
- 5.** Opening Paragraph. This is your introduction about what role you are applying for, when and where you saw it. Include reference numbers if the job has been advertised with one.
- 6.** State your previous work experience, training and qualifications relevant to the position you are applying for. Briefly list tasks you completed if relevant to the role.
- 7.** Start another paragraph if you have additional information relevant to the position.
- 8.** Why Employ You. This is your sales pitch. What can you bring to the position? Your attributes, other transferable skills etc.
- 9.** Request an interview. This is the close of your letter. Include a contact phone number for yourself (Make sure to take any inappropriate messages off your phone). Be sure to specify any documents you feel are relevant to the application (Key Selection Criteria/Resume/Qualification documents)
- 10.** Sign Off - Yours sincerely, and your name. Don't forget to sign the letter

## Example Application Letter

- 1.** Robert Blue  
10 Red Street  
Big City 12345  
(123) 456-7890
  
- 2.** 31 July 2020
  
- 3.** John Citizen  
Manager  
ABC Company Yellow Drive  
Small City 23456
  
- 4.** Dear John Citizen,
  
- 5.** I am writing in response to your advertisement in the Small City Gazette, on Saturday 30th of July 2020, for the position of Landscape Gardener.
  
- 6.** My previous work experience includes working at XYZ Gardening. My duties included sculpting lawns, trimming hedges, building garden designs from plans, selecting plants, installing water features, using concrete and other raw materials to build garden features, using power tools and working within a budget.
  
- 7.** I have experience dealing with customers and tradespeople and have basic administration experience.
  
- 8.** I believe that I am honest, reliable and hardworking. I am eager to gain more skills in designing and undertake more hands-on experience.
  
- 9.** I have always enjoyed working as part of a team and would welcome the opportunity of discussing my enclosed resume with you. I can be contacted at (123) 456-7890.
  
- 10.** Yours sincerely,  
  
Robert Blue