

How to set out an application letter

- **Use 12 font size**
- **Clean, white (preferably) paper**
- **Sign your letter**

Paragraph 1: State the job that you are applying for and job number if there is one, and when and where the job was advertised. When you are applying for a position that has not been advertised, state the type of position that you are applying.

Paragraph 2: State when you completed your most recent studies, present/previous work experience and relevant skills and abilities.

Paragraph 3: State why you are seeking the position. Knowledge of the company or business may be mentioned at this time, if appropriate.

Paragraph 4: State that a resume and relevant information, eg references, have been attached.

Paragraph 5 State how and when you could be contacted for an interview. Then sign your letter underneath this paragraph with *Yours sincerely* or *Yours faithfully* and sign your name.