

## Section 2:

# Letters and application forms

### Applying for a job that has been advertised

If you want to apply for a job and you are asked to apply in writing, have a look at the following example. It shows the vacancy, the points to look for and a suggested letter.

If your application is in audio format, contact the company beforehand so they expect your application in an alternative format and have made preparations to review it.

### The vacancy

In this example, you have seen the following job advertised and you want to apply.

## **WESTFORDS Ltd.**

### **Require IT Support Officers**

40 hours per week – 8:45am – 5:15pm.

Photo ID personalisation and smart card encoding company are seeking IT support officers.

Responsibilities include upkeep of computers and in-house software and quality assurance of products.

Must have experience with computers. Knowledge of printers preferred but not essential as full training given.

**Apply in writing with a covering letter and CV to Mr Knight, Westfords Ltd, 500 Sample Street, Sample Town, LZX 1XX**

**[www.westfordssample.com.uk](http://www.westfordssample.com.uk)**

### The important information in the advert

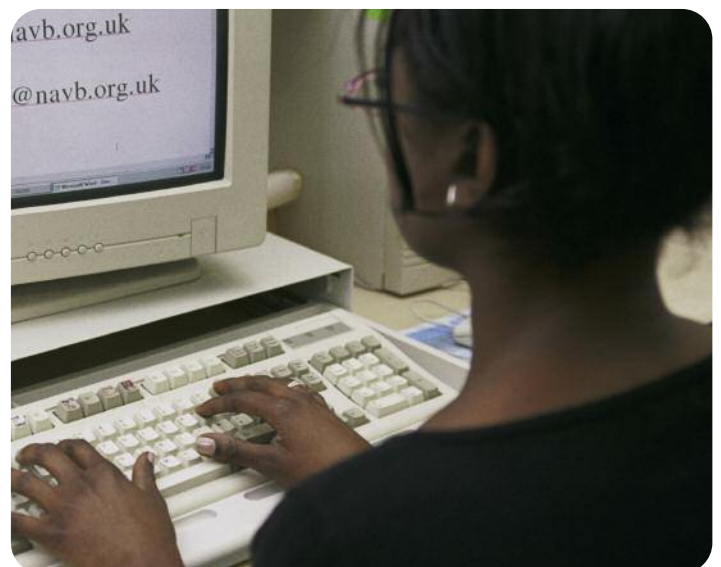
The following table shows the important information contained in the advert.

<b>The company</b>	Westfords Ltd. You could look at their website to learn more about the company, which might help you to write your application.
<b>Job title and duties</b>	IT Support Officer <ul style="list-style-type: none"><li>• Upkeep of computers and in-house software</li><li>• Checking consumables and in-house software</li><li>• Quality assurance of finished products</li></ul>
<b>Qualifications and skills needed</b>	Must have experience with computers. Printer experience preferred but not essential as full training will be given.
<b>Pay</b>	No rate given – ring to check.
<b>Hours</b>	40 hours per week – Monday to Friday 8:45am - 5:15pm.
<b>How to apply</b>	In writing – with a covering letter and CV.

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### What do I need to think about when writing a covering letter?

1 What to include	2 What to say
Underline the skills in the advert. Write a rough copy of your letter and include the skills underlined.	Be clear. Don't use a long word if a short one will do.
Be positive and emphasise why you are perfect for the job.	If you have been unemployed for a while, say how you spend your spare time (for example, by doing voluntary work, study and so on).
<b>Suggested layout.</b> First, give a summary of your skills and experience. Keep it brief and to the point. Then, say when you will be free for an interview. Remember to include your name, address and phone number (if you have one) and the date.	Be honest – don't say you enjoy bungee jumping if you get dizzy standing on a kitchen stool – you will get caught out at an interview.
Enclose a copy of your CV.	Keep to the facts and try not to oversell yourself.



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3 How to say it	4 How the letter looks
<p>Include the job reference number if there is one in the job details. Enter it below the opening line. For example:</p> <p>Dear Mrs..... Re: Job reference 345</p>	<p>Be neat – whether your letter is handwritten or typed. Leave plenty of space around the edges and a clear space between each paragraph.</p>
<p>Try to find out the name of the person you need to write to.</p>	<p>If your application is in audio format, check the content is clear, to the point and easy to understand.</p>
<p>If you start with ‘Dear Sir/Madam’, end with ‘Yours faithfully’.</p>	<p>Use good quality plain paper and envelopes.</p>
<p>If you start with the person’s name (for example, ‘Dear Mrs Smith’, end with ‘Yours sincerely’.</p>	<p>Check against your rough copy to make sure you have not missed anything.</p>
<p>Finally, double-check your spelling and grammar before sending the letter.</p>	<p>Sign the letter and print your name underneath to make sure it can be read easily.</p> <p>Ask a friend or relative to check over your letter before you send it.</p> <p>Finally, make sure your application arrives on time. If you are posting it, allow for delays. If your application is late, the company might not even consider it and your time will have been wasted.</p>

### The letter

The following letter is an example of a cover letter you could send in response to the job Westfords Ltd had advertised.

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Mr Knight  
Westfords Ltd  
500 Sample Street  
Sample Town  
LZX 1XX

Your address

Phone number

Date

Dear Mr Knight

I would like to apply for the job of IT Support Officer which was advertised in today's Journal.

For the past four years I have worked in IT with Brown's. Because they are moving to another part of the country, I will be made redundant in two weeks' time.

My present job involves various IT duties in person and by phone. I also:

- deal with IT queries
- handle incoming calls
- handle incoming and outgoing post
- order printer consumables

Before this job I was a trainee with Brightson's (Solicitors) in North Street, Invertown and completed RSA I and II in Business Administration and have various Microsoft package experience.

I have always enjoyed working with people and think my previous experience will allow me to work as part of the team and to be an effective representative of your company.

I am available for interview at any time and could start work immediately. You can ask for references from my present and previous employers.

Please find enclosed a copy of my CV for more information.

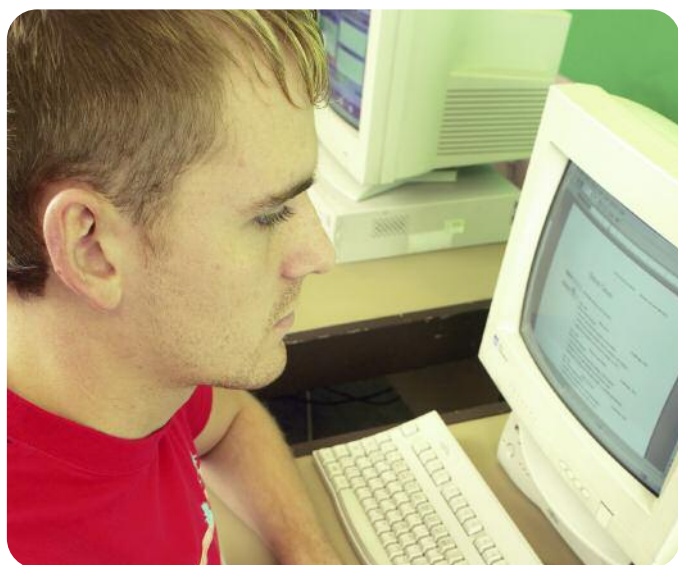
I look forward to hearing from you.

Yours sincerely

Your signature  
Your name

### Filling in application forms

Some job adverts will ask you to fill in an application form. You may need to contact the employer to get a copy of the application form. If you need to fill in a Jobcentre Plus application form to apply for the job, you can get this from your nearest office or you can download it from [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)



Here are some tips on filling in application forms.

- Always check the instructions for filling in the application form (for example, whether you have to write in capitals, or fill in the form in black ink only).
- Spell the name of the company correctly!
- Prepare a draft of the application form and then transfer the information to the actual form (if you're filling it in by hand).
- Read over the job advert again and make sure the information you include on the form is relevant.
- Answer all questions and fill in all the boxes.
- If there are gaps in your employment history, say what you were doing during that time (for example, bringing up your children, or working as a volunteer for a charity).
- Include skills that you have developed outside work.
- Ask a friend or relative to check your application form before you send it.

