



# Checklist for writing an application letter

## Homework:

Find a job that you are interested in applying for (you might like to look in your local paper or on the internet), and draft an application letter for it. Below is a checklist as a reminder of what to include. Bring your letter in to the next session to discuss with your tutor.

## Before you start:

- check whether there is any guidance in the recruitment material that says, for example: 'please hand-write your application letter, using black ink'.

## The basics:

- include your full address, including your post code
- include your phone number and email address (it would be a good idea to include your mobile number too, if you have one)
- put the date
- use an appropriate greeting
- include any reference (eg: your advertisement in the Cambridge Evening News, ref: 07/13, for the post of Office Manager)

## The body of your letter:

- point out how your skills and experience would be useful in the job. If you haven't got a particular skill they're looking for, try to show that you have a similar skill that would be useful. Eg: If the job involves using an Access database, but you're more familiar with Excel, write something like: "I am competent at using Excel spreadsheets, and have used them to create databases, and would welcome the chance to transfer these skills to using Access".

## Red2Green's Stepping Stones training sessions

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## 'Better letters' homework & check list continued:

- if the application material includes a person specification, try and demonstrate how your skills, knowledge, experience or enthusiasm match each of the criteria listed.
- order and group your sentences to make your letter easy to read
- use an appropriate style of language
- use an appropriate sign off phrase

### **Remember:**

- write a draft first and check it
- use plain white paper for your final copy
- write clearly and neatly
- if writing your letter by hand, use blue or black ink
- check your spelling
- sign your name
- write your name clearly if your signature is not clear