

# **EMPLOYMENT APPLICATION LETTER**

Reading and Writing Skills

- **Employment Application Letter**, also referred to as the "job application letter" or "cover letter", is a one-page letter attached to the resume when applying for jobs.

- The **purpose of writing** the employment application letter is to **highlight the applicant's experiences and personal qualities** for him to be considered for an interview schedule, as well as with the available job position.



# LETTER FORMATS

- Employment application letter or cover letter has three different formats: **full block, modified block and semi-block format.**

# **FULL BLOCK FORMAT**

- This is the most common layout used in writing cover letter. In this format, all parts are justified to the left.

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Applicant's Address

Date

Hiring Manager's Name and  
Company Address

Salutation

Body

Complementary Close

Signature and Sender's  
Identification

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**FULL BLOCK  
FORMAT**



# MODIFIED BLOCK FORMAT

- Another common format used is the **modified block** format. Modified block is a type of format where applicant's address, complementary close, signature and sender's identification is shifted to the right side.

# MODIFIED BLOCK FORMAT



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Applicant's Address

Date

Hiring Manager's Name and  
Company Address

Salutation

Body

Complementary Close

Signature and Sender's  
Identification



## **SEMI-BLOCK FORMAT**

- The least used format is the **semi-block**. It is almost the same as the modified block format; however, the difference is that the first sentence in each paragraph is indented.

# SEMI-BLOCK FORMAT

Applicant's Address

Date

Hiring Manager's Name and  
Company Address

Salutation

Body (First Sentence is indented)

Complementary Close

Signature and Sender's  
Identification

# **WRITING AN EMPLOYMENT APPLICATION LETTER**



# HEADING, DATE AND INSIDE ADDRESS

- The **heading** includes the applicant's address to make it easier for the employer to easily contact the applicant.
- The **date** written below the heading indicates the date when the letter was written.
- The **inside address** refers to where and to whom the letter is addressed.
- Ensure that there is a line in between heading, date and inside address.

# EXAMPLE:

2159 Road 2 Fabie Estate  
Sta. Ana, Manila 1218

February 24, 2016

Mr. Chuck Rivera  
Human Resource Manager  
The Palace Pool Bar and Restaurant  
Diego Silang St., AFPOVAI  
Taguig City 2122

## **GREETING OR SALUTATION**

- Greeting or salutation is written to indicate for whom the letter is. It should start with the word "Dear" followed by the last name of the receiver. End the salutation with a colon (:). If the name has not been obtained, address it as "Ma'am/Sir."



# EXAMPLE:

Dear Mr. Rivera:

or

Dear Ma'am/Sir:

# THE BODY

- The most important and critical part in writing the employment application letter is its body. It includes **information on the job** the applicant is applying for, **where the job posting was seen**, and the **skills and experiences the applicant possesses**.

# EXAMPLE:

I am writing to express my interest in the Managerial Position posted at Jobstreet.com last February 12, 2016. As per the qualification posted in your advertisement, I consider myself as one of the qualified applicant for the said position.

Aside from being a graduate of University of the Philippines, I also have five-year industry experience in managing a local fast-food chain. I am applying in your good office because I am seeking for a career growth which I believe your company can provide.

My skills and experiences are included in the resume attached on this letter. Thank you for taking time in processing my job application papers and I look forward to meet you at your earliest convenience.



## **COMPLEMENTARY CLOSE**

- Complementary Close is done to politely finish the letter. Note that the complementary close ends with comma (,).

# EXAMPLE:

Sincerely,  
or  
Yours Truly,

## **SIGNATURE AND SENDER'S IDENTIFICATION**

- This is considered as the last part of the letter. Write your name on the first line and your title (if applicable) on the second line. Then sign directly above the first line.



# EXAMPLE:

(Signature)  
Ruby Aguilar

# TIPS

- Make sure the letter is free of errors and does not contain any slang or informal language. This should be written in a professional manner so it to be considered as a good employment application letter.
- Limit the letter up to one page only. The employer or human resource person will not have time to read letter longer than this.

- It is advisable to computerize the letter so that it can be read easily and print it in a good quality paper.
- The cover letter must not repeat elaborated details written in the resume.

- The applicant must not assume that he is hired after submitting the cover letter.
- The employment application letter is attached to the resume and not the curriculum vitae. Curriculum Vitae are submitted for academic purpose and not for job application purpose.