


WRITING AN APPLICATION LETTER

APPLICATION LETTER

 **A letter that you write to a company or organization when you are applying for a job.**



IMPORTANCE

■ The letter of application is like a personal sales letter because of its task of selling the personality and qualifications to the applicant's future employer.

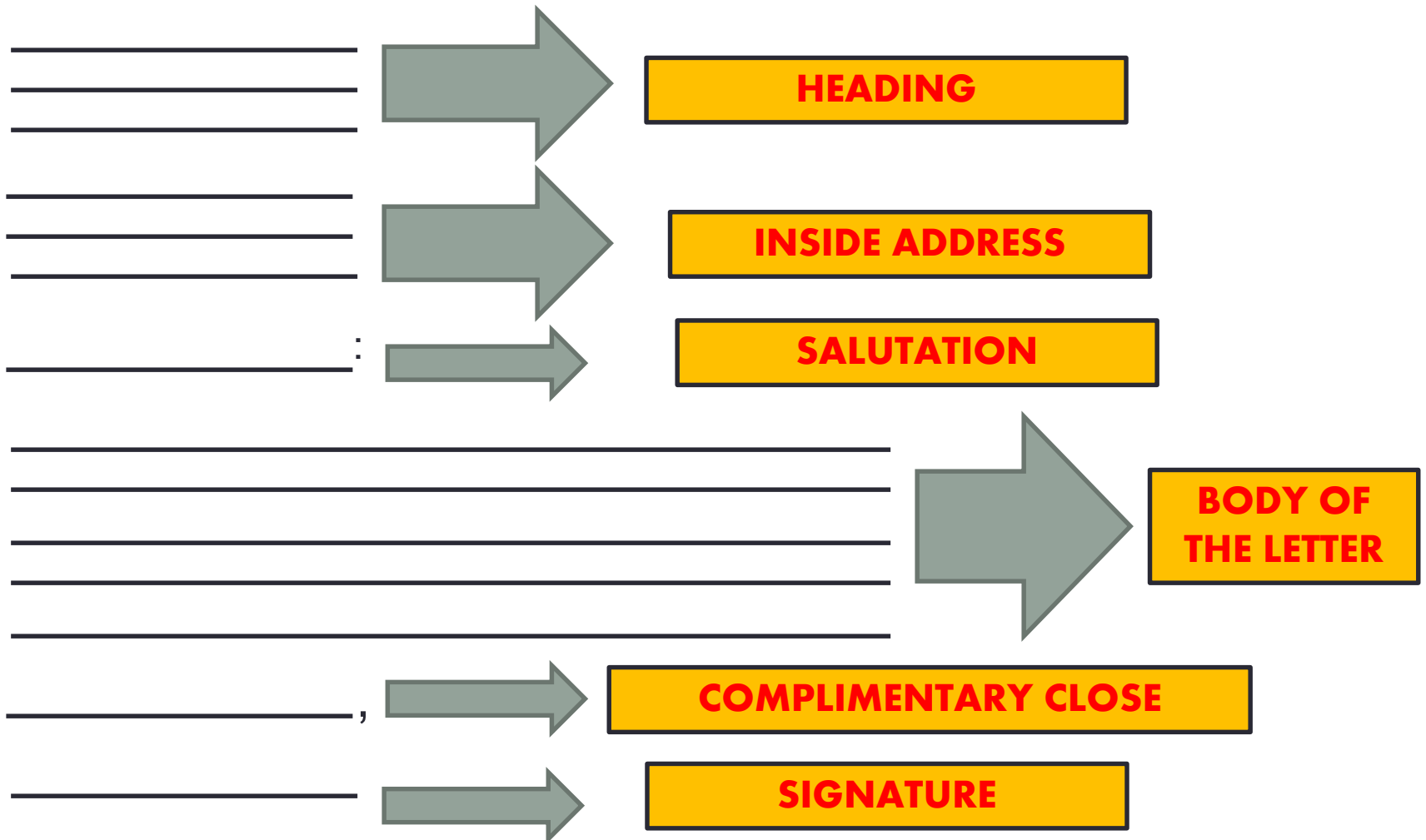


PURPOSE

- 📄 to secure an interview
- 📄 eventually to obtain a job



PARTS OF APPLICATION LETTER



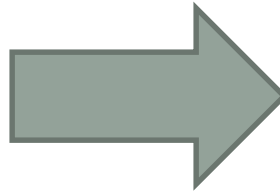
1. HEADING

 **contains the address of the sender, and the date on which the letter is being written.**

Example:

**28 Susano Street
Novaliches, Quezon City
June 20, 2007**

28 Susano Street
Novaliches, Quezon City
June 20, 2007




HEADING

_____ :

_____,

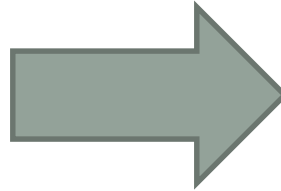
2. INSIDE ADDRESS

 contains the name of the employer , his/ her position, company's name and the address of the company or organization.

Example:

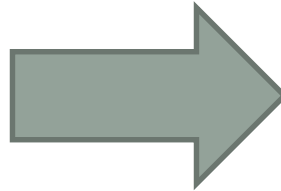
**Dr. John T. Villanueva
President, Daffu Company
29 Taft Avenue, Manila**

28 Susano Street
Novaliches, Quezon City
June 20, 2007



HEADING

Dr. John T. Villanueva
President, Daffu Company
29 Taft Avenue, Manila




INSIDE ADDRESS

_____ :

_____ ,

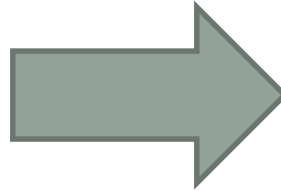
3. SALUTATION

 **an expression of greeting to the employer that comes immediately before the body of the letter.**

Example:

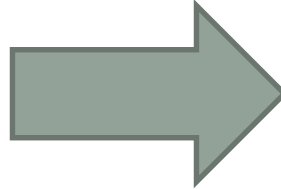
Dear Dr. Villanueva:

28 Susano Street
Novaliches, Quezon City
June 20, 2007



HEADING

Dr. John T. Villanueva
President, Daffu Company
29 Taft Avenue, Manila



INSIDE ADDRESS

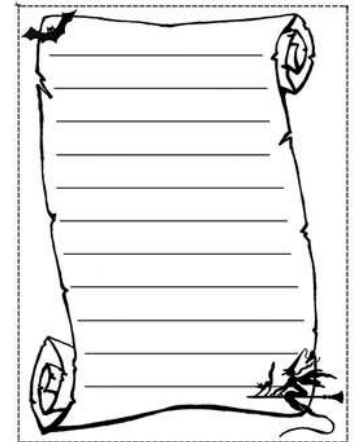
Dear Dr. Villanueva:



SALUTATION

4. BODY OF THE LETTER

 it is in this part where you may convey all the messages you want your reader to understand.



Suggestions in Making and Organizing the Body of the Letter

(Baraceros, 2013)

A. First Paragraph- attract the attention of the employer

➤ 1st sentence

**The way the writer came to know of the job opening.
(From whom or from what publication, advertisement or any
source of information did you learn the job opening?)**

Example:

My past professor, Dr. Nora Garcia, has informed me of an opening in your company for an accounting major who is interested in Managerial Accounting.

2. 2nd sentence

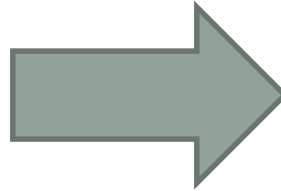
The exact purpose of the writer.

Example:

I should like to be considered for this position.

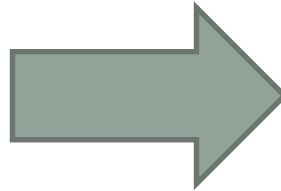


28 Susano Street
Novaliches, Quezon City
June 20, 2007



HEADING

Dr. John T. Villanueva
President, Daffu Company
29 Taft Avenue, Manila



INSIDE ADDRESS

Dear Dr. Villanueva:



SALUTATION

My past professor, Dr. Nora Garcia, has informed me of an opening in your
company for an accounting major who is interested in Managerial
Accounting. I should like to be considered for this position.

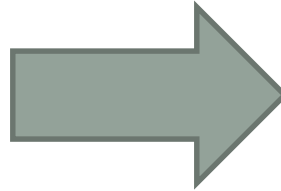
_____,

B. Second Paragraph- create the employers' interest or desire in your application by indicating your educational attainment.

Example:

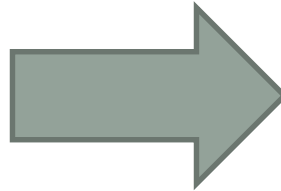
I am a recent graduate of the University of Nova. The accounting courses and training I obtained from this institution stressed up-to-date procedures, principles, and theories that will enable me to have expertise in the job I am applying for.

28 Susano Street
Novaliches, Quezon City
June 20, 2007



HEADING

Dr. John T. Villanueva
President, Daffu Company
29 Taft Avenue, Manila



INSIDE ADDRESS

Dear Dr. Villanueva:



SALUTATION

My past professor, Dr. Nora Garcia, has informed me of an opening in your company for an accounting major who is interested in Managerial Accounting. I should like to be considered for this position.

I am a recent graduate of the University of Nova. The accounting courses and training I obtained from this institution stressed up-to-date procedures, principles, and theories that will enable me to have expertise in the job I am applying for.

C. Third Paragraph- indicate your work experience and training sessions attended

Example:

For almost five years, I have worked in the accounting department of CCP Accounting Firm. My experience in this company gave me a lot of knowledge about the techniques and terminology particular to this job. During this period, I also worked as a part-time accountant at Seaside Corporation. My past experience in these two companies will help me adjust to your program in a short span of training period.

Dear Dr. Villanueva:

My past professor, Dr. Nora Garcia, has informed me of an opening in your company for an accounting major who is interested in Managerial Accounting. I should like to be considered for this position.

I am a recent graduate of the University of Nova. The accounting courses and training I obtained from this institution stressed up-to-date procedures, principles, and theories that will enable me to have expertise in the job I am applying for.

For almost five years, I have worked in the accounting department of CCP Accounting Firm. My experience in this company gave me a lot of knowledge about the techniques and terminology particular to this job. During this period, I also worked as a part-time accountant at Seaside Corporation. My past experience in these two companies will help me adjust to your program in a short span of training period.

D. Fourth Paragraph- personal attitudes, interests, qualities, activities towards the job

Example:

To have a chance to get into a higher phase of accounting, I plan to push through with my accounting training through a school program in the evening.

My past professor, Dr. Nora Garcia, has informed me of an opening in your company for an accounting major who is interested in Managerial Accounting. I should like to be considered for this position.

I am a recent graduate of the University of Nova. The accounting courses and training I obtained from this institution stressed up-to-date procedures, principles, and theories that will enable me to have expertise in the job I am applying for.

For almost five years, I have worked in the accounting department of CCP Accounting Firm. My experience in this company gave me a lot of knowledge about the techniques and terminology particular to this job. During this period, I also worked as a part-time accountant at Seaside Corporation. My past experience in these two companies will help me adjust to your program in a short span of training period.

To have a chance to get into a higher phase of accounting, I plan to push through with my accounting training through a school program in the evening.

E. Fifth Paragraph- to make the employer believe that you are the right person the company has been looking for

Example:

Enclosed is my resumé to give you a more detailed information about my qualifications.



I am a recent graduate of the University of Nova. The accounting courses and training I obtained from this institution stressed up-to-date procedures, principles, and theories that will enable me to have expertise in the job I am applying for.

For almost five years, I have worked in the accounting department of CCP Accounting Firm. My experience in this company gave me a lot of knowledge about the techniques and terminology particular to this job. During this period, I also worked as a part-time accountant at Seaside Corporation. My past experience in these two companies will help me adjust to your program in a short span of training period.

To have a chance to get into a higher phase of accounting, I plan to push through with my accounting training through a school program in the evening.

[Enclosed is my resumé to give you a more detailed information about my qualifications.](#)

F. Sixth Paragraph- urge the employer to act on your application letter by requesting for an interview

Example:

May I have a personal interview? You can reach through this telephone number - 987-67-32.



I am a recent graduate of the University of Nova. The accounting courses and training I obtained from this institution stressed up-to-date procedures, principles, and theories that will enable me to have expertise in the job I am applying for.

For almost five years, I have worked in the accounting department of CCP Accounting Firm. My experience in this company gave me a lot of knowledge about the techniques and terminology particular to this job. During this period, I also worked as a part-time accountant at Seaside Corporation. My past experience in these two companies will help me adjust to your program in a short span of training period.

To have a chance to get into a higher phase of accounting, I plan to push through with my accounting training through a school program in the evening.

Enclosed is my resumé to give you a more detailed information about my qualifications.

[May I have a personal interview? You can reach through this telephone number - 987-67-32.](#)

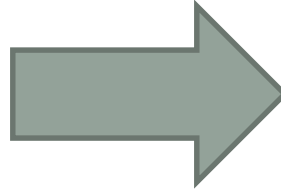
5. COMPLIMENTARY CLOSE

 serves to end the message just as
goodbye serves to end a conversation.

Example:

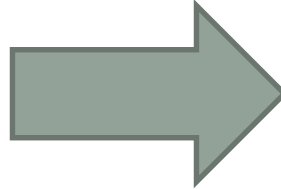
Very truly yours,

28 Susano Street
Novaliches, Quezon City
June 20, 2007



HEADING

Dr. John T. Villanueva
President, Daffu Company
29 Taft Avenue, Manila



INSIDE ADDRESS

Dear Dr. Villanueva:




SALUTATION

Very truly yours ,



COMPLIMENTARY CLOSE

6. SIGNATURE

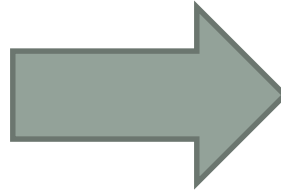
 contains the name and signature of the writer.

Example:

{Signature}

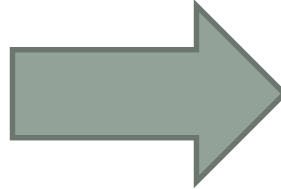
June R. Torres

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June 20, 2007



HEADING

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President, Daffu Company
29 Taft Avenue, Manila



INSIDE ADDRESS

Dear Dr. Villanueva:



SALUTATION

Very truly yours ,



COMPLIMENTARY CLOSE

June R. Torres



SIGNATURE

Sample Application Letter



**CONGRATULATIONS!
YOU WERE ABLE TO MAKE
AN APPLICATION LETTER**

