



Work

Application letter

Preparing an Application Letter

The finished letter is a product of your professionalism and reflects your ability and the image of you and your attention to detail. It is important that this image is favourable and the picture has created an impression to get you an interview.

The letter needs to follow a logical sequence and be easy for the employer to understand and build a picture of you that means you are invited to meet them.

Jot down the points which you believe are necessary under each heading, and number them in sequence. This will allow your draft letter to flow and follow the 4C principle

Editing the Letter

It is important that you read your letter before you send it:

Spelling – use the spell check too

Grammar – use grammar check too

Check the correct spelling of the person's name & company

Double check your phone number details

Does the letter flow

Does it make sense

For more information, phone the office and ask to spend some time with a consultant, Training for Learning Co prepares application letters for those people wanting assistance with this process and answer the employer's requests.



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