

Types of Job Application Letters

Solicited Job
Application
Letter

- With Reference
- Advertisement

Unsolicited
Job
Application
Letter

- Without Reference
- Self Application

Forms of Job Application Letters

- Form 1 – One Letter

- Form 2 – Two Parts

Part 1 – Job Application Letter

Part 2 - Resume

Guidelines of Job Application Letter

- ✓ Short
- ✓ Good Paper Quality
- ✓ Legible Hand writing
- ✓ Mention the name of Newspaper
- ✓ Plain Sheet of Paper
- ✓ Qualification and Experience
- ✓ Do present true picture of your abilities

Guidelines of Job Application Letter

- ✓ Minimum Salary Accepted
- ✓ Copies of Testimonials
- ✓ Dignified and Charming language
- ✓ Concrete Expression
- ✓ Make Request for an interview
- ✓ To and From Address- carefully written

Guidelines of Job Application Letter

- ✓ 'Sir' – Suitable Salutation
- ✓ 'Yours faithfully' – most used complimentary close
- ✓ Reference – Character and Candidature
- ✓ Proper margin space
- ✓ Don't write in pencil
- ✓ Don't write in odd coloured ruled paper

Guidelines of Job Application Letter

- ✓ Don't use perfumed stationery
- ✓ Don't use general language
- ✓ Don't make spelling mistakes, grammar mistakes and punctuation mistakes
- ✓ Don't use unfamiliar words
- ✓ Don't compromise self esteem
- ✓ Don't elicit sympathy

Guidelines of Job Application Letter

- ✓ Don't write a long application letter
- ✓ Do not use abbreviation
- ✓ Do not disclose your weakness
- ✓ Do not send xerox copy of the application
- ✓ Do not give false information
- ✓ Do not express dissatisfaction about the present job.