Also known as a cover letter, an application letter is a summary of your strongest and most relevant skills and abilities that will be expanded in your resume or selection criteria. It introduces you to potential employers and highlights your suitability for the position you are applying for.

**Tips for writing an application letter:**

* If it is an advertisement, think about exactly what kind of person the organization wants.
* Use business letter format. (Single-space with double spaces between paragraphs. Include inside address information—the name, title, organization, and address of the recipient in the left hand corner of the page.)
* Use a polite, formal style, which demonstrates both self-confidence and respect for the employer. Be clear, objective, and persuasive.
* Briefly highlight one or two of your most significant accomplishments or abilities to show you are an above average candidate.
* State why you should be hired. Be assertive about your qualifications and assure the employer of your capabilities.

**What to include in application letter?**

Name Address Phone Number Address

Employer Contact Information

Name Title Company Address

Date

**Salutation** Dear Mr. /Ms. Last Name,

**First Paragraph**

**The first paragraph of your letter should include information on why you are writing. Mention the particular area of work experience you are applying for and how you found out about the company. Include the name of a mutual contact, if you have one.**

**Middle Paragraph(s)**

**The next section of your application letter should describe what you have to offer the employer and why they should choose you! Mention specifically how your qualifications and skills will match the career.**

**Final Paragraph**

**Conclude your application letter by thanking the employer for considering you for the position. Include information on how you will follow-up.**

**Ending of the letter Complimentary.**

**Yours sincerely,**

**Signature**  
Name printed out.

